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CREDITS

*Special thanks to the entire Campus Life Staff.
Every effort has been made to avoid errors in the preparation of this publication.*



Clubs and Organizations

**INFORMATION AVAILABLE AT THE
OFFICE OF CAMPUS LIFE
CAMPUSLIFE@CCM.EDU**

Dear CCM Student,

This handbook is compiled and published by the *Office of Campus Life*. The handbook contains many of the college regulations and is a resource for all college offices and services. We encourage you to use the Fall 2026 handbook for a quick and easy reference as needed.

Consult the CCM Campus Life Calendar web site for updated information on all our programs and activities.

[CCM News, Events & Insights](#)

Stop by the Campus Life Information Window, campuslife@ccm.edu or call the office at 973-328-5225 for more information.

*Cordially,
The Office of Campus Life Staff*

CAMPUS LIFE STAFF

Director	Don Phelps
Coordinator	Brian Williams
Administrative Coordinator	Dawn Doland

CAMPUS LIFE OFFICE

Phone:	973-328-5225
Email:	<u>campuslife@ccm.edu</u>
Web site:	<u>Campus Life Website</u>

THE STUDENT HANDBOOK AND HOW TO USE IT

Someone wise once said, "The only silly question is the one you didn't ask." This Student Handbook attempts to answer the most common and frequently asked questions about the County College of Morris - it's services, facilities, programs and activities, requirements and standards, rules and regulations.

This handbook is a great tool to help you, the student, to access information on specific questions or topics (*see Problem Solver*) that you may have in relation to your situation.

PROBLEM SOLVER

CCM A to Z	WHO	EMAIL ADDRESS
Academic Difficulty	Faculty Advisor and/or TASC	tasc@ccm.edu
Accidents	Public Safety	publicsafety@ccm.edu
Adding a Course	Records & Registration	registrar@ccm.edu
Address Change	Records & Registration	registrar@ccm.edu
Advertising	Campus Life Information Window	campuslife@ccm.edu
Alumni Services	Alumni Relations	alumni@ccm.edu
Appealing a Grade	Instructor	
Books	Campus Store	bookstore@ccm.edu
Bus Schedules	Campus Life Information Window	campuslife@ccm.edu
Career Planning	Career Services	career-services@ccm.edu
Certificate Completion Application	Records & Registration	registrar@ccm.edu
Certificate Declaration	Records & Registration	registrar@ccm.edu
Change of Status	Records & Registration	registrar@ccm.edu
Chosen Name	Records & Registration	registrar@ccm.edu
Change a Major	Records & Registration	registrar@ccm.edu
Chargeback Certificate	Admissions	admiss@ccm.edu
Clubs & Organizations	Campus Life	campuslife@ccm.edu
College Committees	Student Government Association	sga@student.ccm.edu
Cooperative Education Internship	Career Services	career-services@ccm.edu
Course Advisement	Faculty Advisor and/or TASC	tasc@ccm.edu
Curriculum	The Academic Success Center	tasc@ccm.edu
Commencement	Records & Registration	registrar@ccm.edu
Computer Assistance	Solution Center	solutioncenterf@ccm.edu
Corporate & Community Programs	Student Community Center	wfd@ccm.edu
Counseling	Center for Student Well-Being	wellbeing@ccm.edu
Credit by Exam - CLEP	Testing Center	testing@ccm.edu
Curriculum Change	Records & Registration	registrar@ccm.edu
Dining	Food Services	pomptonian@ccm.edu
Disabled Students	Accessibility Services Office	aso@ccm.edu
Discounts	Campus Life Information Window	campuslife@ccm.edu
Discrimination	Dean of Students	dsd@ccm.edu
Distance Education/Virtual Campus	Virtual Campus	vclearning@ccm.edu
Disturbances	Public Safety	publicsafety@ccm.edu
Dropping a Course	Records & Registration	registrar@ccm.edu
Educational Opportunity Fund	EOF Office	eof@ccm.edu
Emergencies	Public Safety	Dial 973-328-5550
Employment – On & Off Campus	Career Services	career-services@ccm.edu
Events	Campus Life Information Window	campuslife@ccm.edu
Faculty Advisor	The Academic Success Center	tasc@ccm.edu
Feeling stressed or overwhelmed	Center for Student Well-Being	wellbeing@ccm.edu
Financial Aid	Financial Aid Office	finaid@ccm.edu
Fitness Center	Athletics	athletics@ccm.edu
Fines	Bursar	bursar@ccm.edu
Grades	Records & Registration	registrar@ccm.edu
Graduation Application	Records & Registration	registrar@ccm.edu
Grievances	Dean of Students	dsd@ccm.edu
ID Cards	Campus Life Information Window	campuslife@ccm.edu
Illness (on Campus)	Public Safety	publicsafety@ccm.edu or 973-328.5550

CCM A to Z	WHO	EMAIL ADDRESS
Information on Campus Inter-Collegiate Athletics Internships, Cooperative Education Intramurals	Campus Life Information Window Athletics Career Services Athletics	campuslife@ccm.edu athletics@ccm.edu career-services@ccm.edu athletics@ccm.edu
Leave of Absence Library and research help Loans Lost & Found	Center for Student Well-Being Library Financial Aid Public Safety	wellbeing@ccm.edu lrcoref@ccm.edu finaid@ccm.edu publicsafety@ccm.edu
Matriculation Medical Parking Passes	Records & Registration Public Safety	registrar@ccm.edu pubicsafety@ccm.edu
Name Change	Records & Registration	registrar@ccm.edu
Online Hybrid Virtual Campus Overload	Virtual Campus Dean of Students	vclearning@ccm.edu dsd@ccm.edu
Parking Decal Parking Fines Personal Concerns Pool Probation Publicity for Campus Events	Public Safety Bursar Center for Student Well-Being Athletics Dean of Students Campus Life	publicsafty@ccm.edu bursar@ccm.edu wellbeing@ccm.edu athletics@ccm.edu dsd@ccm.edu campuslife@ccm.edu
ReLaunch Center Registration Rutgers/CCM Partnership	ReLaunch Center Records & Registration Rutgers	relaunchcenter@ccm.edu registrar@ccm.edu tw364@rutgers.edu
Schedule Changes Scholarships Sexual Harassment / Concerns Smoking Policy Sports Student Code of Conduct Student Government Association Student Literary Magazine Student Newspaper Student Organizations Student Records	Records & Registration Financial Aid Center for Student Well-Being Dean of Students Athletics Dean of Students Campus Life Promethean The Youngtown Edition Campus Life Records & Registration	registrar@ccm.edu finaid@ccm.edu wellbeing@ccm.edu dsd@ccm.edu athletics@ccm.edu dsd@ccm.edu campuslife@ccm.edu campuslife@ccm.edu campuslife@ccm.edu campuslife@ccm.edu registrar@ccm.edu
Testing Titan Alert Transcripts Transferring Tuition Tutoring	Testing Center Help Desk Records & Registration Transfer Services Bursar Tutoring Center	testing@ccm.edu Dial 973-328-5600 registrar@ccm.edu transferservices@ccm.edu bursar@ccm.edu tutorcenter@ccm.edu
Veterans Visitors Parking Permits Weight Room Withdrawal from Classes	Veteran & Military Services Public Safety Athletics Records & Registration	veterans@ccm.edu pubicsafety@ccm.edu athletics@ccm.edu registrar@ccm.edu

CAMPUS LIFE SERVICES

BUS SERVICE SCHEDULE

Local bus service is supplied by the *New Jersey Transit*. Check with them for bus stops and schedule information at 973-328-7686 or njtransit.com. Schedules for various routes are also available at the Campus Life Information Window, campuslife@ccm.edu. The bus stop at CCM is located by the Student Community Center, Lot #6.

DISCOUNTS

For more information on student discounts, stop by the Campus Life Information Window, campuslife@ccm.edu.

IDENTIFICATION CARDS

Photo identification cards are available to all part-time and full-time students, faculty/staff and adjunct professors. Contact the Campus Life Office at campuslife@ccm.edu for instructions on submitting your ID photo.

The photo ID entitles the bearer to all benefits and privileges that the college provides:

- *computer lab sticker
- *discounts to Campus Life sponsored events
- *discounts for area businesses
- *parking decal
- *check approval at CCM Campus Store

More information on CCM IDs is available here: [CCM IDS](#)

While on campus, all students MUST have their valid CCM ID visible. The fine for not having a CCM ID is a \$25 fine.

INFORMATION WINDOW

The Campus Life Information Window serves to answer questions, distribute photo ID cards, Campus Life information and assistance may be obtained at the Information Window, campuslife@ccm.edu.

CAMPUS LIFE CLUBS AND ORGANIZATIONS

The following is a listing of the current officially recognized student clubs and organizations on campus, followed by a brief description of their purpose. If you are interested in joining or forming a new organization, please stop by the Information Window in the Student Center, campuslife@ccm.edu. Visit our clubs at [Clubs and Organizations](#)

HOW TO FORM A NEW ORGANIZATION

Any bona fide student of County College of Morris can form a new campus club or organization. Guidelines outlining the procedure are available in the Campus Life Office. If you are considering the formation of a new organization on campus, a conference should be scheduled with the Director of Campus Life. The spokesperson or acting president should bring to this conference a list of prospective members and possible faculty advisor. When the approval of the Campus Life Office has been granted, the proposed organization may begin the steps necessary to receive a charter from the Student Senate.

COLLEGE 'ACTIVITY' HOUR

Each week the college has set aside specific activity periods: *12:30 pm – 1:45 pm every Tuesday and Thursday*. During these designated periods, a student is encouraged to participate in the many activities available, including Student Government Association meetings, student organization meetings and college sponsored functions including special lectures, films, and concerts.

STUDENT ASSOCIATION

All enrolled students of County College of Morris are members of the Student Association which entitles them to the benefits and privileges that the association provides. It is the association's function to:

1. Further the well-being of the student body.
2. Provide students with experience and training in a democratic form of government.
3. Develop communications among students, administration and faculty.
4. Interpret student rights and review disciplinary problems concerning infraction of those rules pertaining to student life.
5. Represent in all ways the best interests of the CCM student.

STUDENT GOVERNMENT EXECUTIVE BOARD AND SENATE (SGA)

Student Government is the legislative branch of the Student Association with an Executive Board and Senate. Student Government needs people who are eager for new experiences and who are willing to attempt to affect changes for a better college experience. If you are interested in Student Government, please call 973-328-5211 or sga@student.ccm.edu

STUDENT ACTIVITIES PROGRAMMING BOARD (SAPB)

Known as SAPB, the Student Activities Programming Board is composed of an executive board and a seven member advisory board. The students select, plan and implement the diverse activities presented on campus during the year. The types of activities and programs they sponsor include concerts, festivals, picnics, performances, lecturers, and much, much more. If you are interested in joining SAPB, email sapb@student.ccm.edu.

STUDENT SERVICES

ACCESSIBILITY SERVICES OFFICE

The Accessibility Services Office (ASO) is designed to offer accommodations that provide equal access to college classes and services. ASO works to both determine and document through an interactive collaborative intake process with the qualifying student, which reasonable accommodations may be appropriate for the student to utilize in their classes. Students receive services and accommodations while completing regular course offerings, and all students are held to the same academic standards of the college. Accommodations are granted in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and ADA Amended Acts (ADAAA) of 2010.

To apply for accommodations a student will need to fill out the [online application](#) and meet to discuss accommodations through an interactive intake meeting.

Located: Learning Resource Center, LRC105
Phone: 973-328-5284
Hours: 8:30 am – 6:30 pm Monday & Wednesday
8:30am – 4:30 pm Tuesday, Thursday and Friday
The Accessibility Services office may open at 7:30am for testing, if scheduled.
Email: aso@ccm.edu

THE ACADEMIC SUCCESS CENTER (TASC)

The Academic Success Center (TASC) is responsible for on-boarding new students to the CCM community. All new students are assigned to an individual Student Success Specialist (SSS) who can provide academic advisement and support, educational guidance, and assistance in helping students navigate and establish campus connections during their first two semesters.

Located: Cohen Hall CH203
Phone: 973-328-5530
Hours: 8:30am to 6:30pm Mon. & Thurs.
8:30am to 4:30pm Tues., Wed., & Fri.
8:30am to 4:00pm – SUMMER Hours
Virtual: Virtual Appointments are available. Please call main office number or contact your assigned Student Success Specialist.
Email: tasc@ccm.edu

ACADEMIC ADVISEMENT

All students pursuing degrees and/or certificates are assigned to a Faculty Advisor, or group of Faculty Advisors from their Academic Majors/Disciplines. New students are also assigned to a Student Success Specialist (SSS) from The Academic Success Center (TASC), for their first year (two semesters). Non-degree seeking students are assigned to a Student Success Specialist in TASC for academic advisement.

Students are encouraged to meet with their Faculty Advisor/s regularly to discuss course registration and educational planning. To find the names of their advisors, students can log into their Titans Direct – Student Planning account – click on Plan and Schedule box – click on the Communicate with my Advisor tab.

ADMISSIONS

Students who are currently enrolled in non-credit CCP courses who wish to enroll in credit bearing courses must submit an application to the Admissions Office. They must submit a \$30 application fee, any required official transcripts and PARCC, SAT or ACT scores (if taken). Students who are currently non-degree seeking and who wish to declare a major and become degree-seeking must go to the Office of Records and Registration to complete that process.

Located: Student Community Center, SCC212
Phone: 973-328-5100.
Hours: 8:30 am - 6:30 pm Mon. & Thurs.
8:30 am - 4:30 pm Tues. Wed. & Fri.
Email: admiss@ccm.edu

ATHLETICS

CCM Titans Athletics Philosophy

CCM Titans Athletics is committed to providing an exceptional intercollegiate athletics experience that complements the educational mission of County College of Morris. Participation in athletics promotes academic achievement, leadership, integrity, teamwork, sportsmanship, and personal growth while preparing student-athletes for success in the classroom, in competition, and beyond graduation. Athletics is an important part of campus life and contributes to a vibrant college community. The enthusiasm and support of our students, faculty, staff, alumni, families, and fans create an environment that fosters school spirit and inspires our student-athletes to achieve their highest potential. County College of Morris proudly sponsors eight intercollegiate athletic programs and is a member of the National Junior College Athletic Association (NJCAA) Region 19 and the Garden State Athletic Conference (GSAC).

CCM Titans Varsity Sports

- Baseball
- Softball
- Men's Basketball
- Women's Basketball
- Men's Soccer
- Women's Volleyball
- Golf
- Esports

Intramural Sports

The CCM Athletics Department, in partnership with Campus Life, offers a variety of intramural sports and recreational activities designed to encourage healthy lifestyles, foster friendships, and build campus engagement. Intramural leagues provide students of all skill levels with opportunities to participate in organized competition within a welcoming and inclusive environment. Leagues are typically offered each semester and may include:

- 3-on-3 Basketball
- 2-on-2 Pickleball
- Volleyball
- 3-on-3 Soccer

Each league generally features a four-week regular season followed by a championship tournament during the fifth week. League offerings may vary based on student interest, facility availability, and participation.

Health and Physical Education (HPE) Building

The Health and Physical Education Building serves as the home of CCM Titans Athletics and provides outstanding facilities for intercollegiate competition, physical education, recreation, and community programming.

1. Jack Martin Gymnasium

- Three regulation basketball courts
- Seating capacity of approximately 2,000 spectators
- Home court of the CCM Titans Men's and Women's Basketball and Women's Volleyball teams
- Available for recreational use when classes, practices, competitions, and scheduled events are not in session
- A valid CCM photo ID is required.
- Reservations are required for special events and facility rentals.

2. Fitness Center and Weight Room

The Fitness Center and Weight Room provide students and student-athletes with modern cardiovascular and strength-training equipment, including:

- Treadmills
- Elliptical trainers
- Stationary bicycles
- Strength-training equipment
- Free weights
- Olympic lifting platforms
- Functional training equipment

Hours of operation are posted each semester and are subject to change. A valid CCM ID is required for entry.

3. Athletic Fields

Titans Soccer Field: Home of the CCM Titans Men's Soccer program and utilized for practices, competitions, camps, clinics, and special events.

Softball Field: Home of the CCM Titans Softball program and available for approved athletic and recreational activities.

Baseball Field: Home of the CCM Titans Baseball program and recognized as one of the premier junior college baseball facilities in New Jersey.

Use of all athletic facilities is limited to approved College activities. Reservations are required for non-team use.

4. Tennis Courts

Eight all-weather, lighted tennis courts are available for recreational use when not reserved for classes, camps, or special events. A valid CCM ID may be required.

5. Natatorium

The CCM Aquatics Center features:

- Six-lane, 25-yard swimming pool
- Pool deck
- Spectator seating
- Locker room facilities

Open swim hours are posted monthly by the Aquatics Office. Additional information regarding aquatics programs, lessons, and pool schedules is available through the Aquatics Office.

Academic Success and Student-Athlete Support

Academic excellence is the cornerstone of CCM Titans Athletics. Student-athletes participate in academic advisement sessions throughout the year to assist with course selection, degree planning, transfer preparation, and NJCAA eligibility requirements. In collaboration with the Academic Advisement Office, faculty, Student Services, and campus partners, the Athletics Department provides a comprehensive network of support designed to help student-athletes achieve their educational and personal goals.

Educational workshops are offered throughout the academic year and may include:

- Time Management
- Study Skills
- Academic Success Strategies

- Leadership Development
- Financial Literacy
- Career and Transfer Planning
- Mental Health and Wellness
- Personal Development

The Athletics Department is committed to creating an environment where every Titan is challenged to excel academically, compete with integrity, serve the community, and represent County College of Morris with pride.

CCM Titans Athletics

One Team. One Community. Titan Pride.

Developing Champions in the Classroom, in Competition, and in the Community.

CAREER SERVICES

Through a comprehensive series of programs and resources, Career Services assists students and alumni as they make career decisions, including career exploration, developing job search strategies, pursuing experiential education, and securing employment both on and off campus. Full-time and part-time off-campus employment opportunities and internships are accessible on-line through Handshake. A variety of valuable career resources are also available on the Career Services website.

Campus Student Employment Program

During the summer and/or the academic year, eligible students may be referred to on-campus departments or to off-campus organizations.

Internship Program

Internships offer opportunities for CCM students to integrate classroom instruction with practical and valuable on-the-job experience.

Located: Student Community Center, Lower Level

Hours: 8:30 am – 6:30 pm Monday & Thursday (September through May)

8:30am – 4:30 pm Tuesday, Wednesday & Friday

Phone: 973-328-5245

Email: career-services@ccm.edu

CENTER FOR STUDENT WELL-BEING

The Center for Student Well-Being fosters a campus culture rooted in support, belonging, and personal growth. Through holistic programs and services, students receive the support and resources they need to identify their goals, stay engaged and connected, and successfully navigate their academic journey, both inside and beyond the classroom.

Located: Cohen Hall, 266

Phone: 973-328-5140

Hours: Monday and Thursday 8:30 am - 6:30 pm

Tuesday, Wednesday and Friday 8:30 am – 4:30 pm*

*8:30 am – 4:00 pm during summer hours

Email: wellbeing@ccm.edu

Services and Resources

Academic Skill Building: Counselors assist students with meeting their educational goals by helping them enhance their academic skills. The focus is on topics such as time management, study/test taking strategies, and test anxiety reduction through the development of individualized education plans.

Personal Skill Building: Free, confidential support is offered in an individual or group setting to help navigate obstacles that may be interfering with a student's educational journey. Support is provided through skill building focused on stress reduction techniques, strategies to manage anxiety and depression, and ways to increase communication skills with faculty and other students.

Resource Connection: Information and referral to community providers is available to students to support needs that go beyond the classroom. Counselors can help with housing insecurity, food insecurity, connection to medical insurance and/or services, social services, and connection to community mental health providers.

Workshops/Presentations/Events: The Center offers a variety of presentations and events throughout the academic year to help foster a sense of independence and growth while promoting a holistic approach to well-being. Some examples include hosting activities for awareness months (e.g., suicide prevention awareness month), support groups, De-Stress Fest featuring therapy dogs, guest speakers and strategies to be successful (e.g., how to ace exams). Review the Center's website for the most up-to-date event schedule.

EDUCATIONAL OPPORTUNITY FUND

The Educational Opportunity Fund (EOF) is a state-sponsored program for students who have the will and potential to do well in college, but require additional academic and financial support. Since 1969, EOF prides itself in delivering top-notch academic enrichment services, such as a summer orientation, workshops, seminars, one-on-one counseling, tutoring assistance, and pre-advisement. The program provides students with necessary tools to reach their ultimate goal of graduation.

Along with academic support, students also receive a NJ state grant, as part of their financial aid package, once they have accepted into the program. For additional information, please contact the EOF Office by phone, email or apply online through their website at [Educational Opportunity Fund \(EOF\) | County College of Morris \(CCM\)](#)

Located: Cohen Hall CH211
Phone: 973-328-5270
Hours: Mon. & Thurs. 8:30 am - 6:30 pm
Tues. Wed. & Fri. 8:30 am - 4:30 pm
Email: eof@ccm.edu

FINANCIAL AID

County College of Morris recognizes that the responsibility of paying for college expenses can be difficult for many families. In keeping with CCM's mission; the college tries to provide financial assistance to students who would otherwise be unable to attend college. Financial aid is available to full-time and part-time accepted degree-seeking and approved certificate students in the form of scholarships, loans, grants, and part-time on and off campus work-study employment. View our eligibility page: [Financial Aid Eligibility Requirements | County College of Morris](#)

Application Process

Federal and state aid programs focus on assisting students demonstrating financial need. To receive the fullest consideration for financial assistance, file the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov (US citizen and eligible non-citizen) or [New Jersey Alternative Financial Aide Application \(NJ DREAMers only\)](#). and:

1. Apply for admission to CCM as a matriculated degree-seeking or approved certificate student.
2. Register for courses applicable toward your current CCM degree major (see your academic advisor) and if NOT you will be responsible for those course costs out-of-pocket.
3. File the Free Application for Federal Student Aid (FAFSA) or the [New Jersey Alternative Financial Aide Application](#) (DACA and Undocumented students only) **on or after October 1st.** annually. Allow for 1 - 4 weeks processing (*receipt of your CCM electronic award notification letter or request for your submission of additional documents required for awarding*).
4. Indicate on the FAFSA: County College of Morris or our federal school code: **007106**.
5. Respond immediately to all requests for additional documentation.
 - a. Document Upload – [Titans Direct](#)
 - b. [Form and Worksheet](#) if requested, available for download
6. For NJ State Filing Deadlines and more visit [State Application Deadlines | New Jersey Student Financial Aid | HESAA](#)

NOTE: All documents submitted *MUST* be readable, as they are scanned. Illegible and unreadable items received will be returned to you unprocessed for resubmission. Please do not fax or enlarge photo identification cards, social security cards & US citizenships including eligible non-citizen cards, if requested.

Indicate your CCM student identification number on all pages submitted **Note:** Paper copies submitted MUST be accompanied with a signed/notarized authentication affidavit.

1. Awarded students will receive by email an award e-notification letter which will instruct you to view your awards by way of [Titans Direct](#).
2. Veteran students who have filed their FAFSA and have been awarded, may download their Financial Aid Shopping Sheet by logging into Web Advisor or [Titans Direct](#). For more information about the shopping sheet, please log into [Financial Aid Resources | County College of Morris \(CCM\)](#)
3. Federal Direct Stafford loan borrowers (subsidized/unsubsidized/parental PLUS) MUST complete both a master promissory note application and entrance counseling by logging into [Home | Federal Student Aid](#) after completing their FAFSA. Please refer to your electronic notification letter or CCM [Titans Direct](#) selecting "Students" then "Financial Aid" or "Communication/Required Documents" for documents requested by us or visit [Student Loans & Financial Aid | County College of Morris](#) for further instructions.
4. Continuing CCM, financial aid recipients must be making satisfactory academic progress (*minimum 2.0 cumulative grade point average expected*) for continued eligibility. Those who did not meet the minimum cum GPA requirement may be required to submit a written appeal with supporting documents (*medical note etcetera*) to be reviewed for continued eligibility.
5. All applicants must have a high school diploma or a General Education Development (GED) Certificate or demonstrate the Ability to Benefit (based on results of the CCM administered test) and enrolled in an approved Career Pathway Program.
6. All students must register for courses required for their degree. For assistance, contact an academic advisor or the Registrar's Office.
7. Undocumented Students – Supporting "NJ DREAMERS". Students may qualify for NJ State financial aid assistance. For application requirements and more visit: [New Jersey State Grants & Financial Aid | County College of Morris](#) and [New Jersey Alternative Application](#).
 - a. Must complete an affidavit toward legalization with the Office of the Dean of Students, room SCC-132; graduate from a NJ high school with a minimum of three years attendance.

Note: You may file your FAFSA or NJ Alternative Application during and/or after the registration period, however you will be required to pay your tuition out of pocket until your aid eligibility is finalized.

Refunds

Student refunds are processed once aid is disbursement by the **Bursar Office** to those with credit balances (negative amount). And USPS mailed approximately 10-21 business days or processed by way of **DIRECT DEPOSIT e-Refunds! Download CCM e-Refunds Form** to learn more and apply. It is the student's responsibility to follow up; ensuring that all expected aid, external scholarship and loans are received prior to the end of each term.

CCM Book Store Advance

Financial aid recipients may be eligible for a bookstore advance during the in-person registration period. Financial aid must exceed term tuition costs (*refer to your registration 'Financial Information' by logging into Titans Direct – select Term, then under Financial Information - Payment Information, select **My Bookstore Available Funds**, view first line 'Max Limit Available'*).

CCM Scholarships and Grants

Each year the CCM Foundation awards more than 200 scholarships to students in all academic areas. Scholarships are awarded based on a wide range of criteria, from academic excellence to area of study, place of residence, campus activities or documented financial need. All students are encouraged to apply within the posted deadlines for consideration. For deadlines, applications and requirements, please visit: [CCM Scholarship Application | Apply for Scholarships Online](#)

Attention: Financial aid is subject to change or cancellation based on changes in enrollment (withdrawals, adding/dropping classes, etc.). Therefore it is recommended that students consult with the Financial Aid Office prior to making any changes.

Located: Student Community Center, SCC210

Phone: 973-328-5230

Hours: Mon. & Thurs. 8:30 am - 6:30 pm.

Tues. Wed. & Fri. 8:30 am - 4:30 pm. (Closed 4:00 pm during summer)

E-mail: finaid@ccm.edu

Please be sure to include your CCM student identification number on all correspondence – submitted pages, email and phone messages – so we may better serve you.

OFFICE OF CAMPUS LIFE

The Office of Campus Life provides co-curricular programs and activities that support the student experience at County College of Morris. We provide students with educational, social, cultural and leadership opportunities.

Involvement in these programs can lead to success in many areas of life both during and after one's term as a CCM student. For the student, active involvement brings the obvious benefits of peer contact, productivity and meaningful leisure time. Through participation in various academic, cultural, athletic, social, governance, or recreational organizations students have the opportunity for self-exploration and the development of relationships with other segments of the campus community: students, staff members, administrators and faculty members.

For the CCM graduate, a record of involvement in campus activities is of proven interest to employers. The personal contacts one makes when active in these programs may serve as the foundation for lifetime friendships and networking sources.

These activities offer challenges and opportunities for students to develop to their highest potential as individuals and as responsible members of the college community and society. The Office of Campus Life also offers many services to the campus community which enhances the overall CCM experience.

The staff in the Office of Campus Life assists student clubs and organizations with their plans and will help individual students with ideas for extracurricular and co-curricular activities. Groups of students interested in forming a new student organization should first consult with the Office of Campus Life staff.

Located: Student/Community Center, Room SCC226
Phone: 973-328-5225
Website: [Campus Life | County College of Morris \(CCM\)](#)
Hours: 8:30 am – 6:30 pm Monday & Thursday
8:30am – 4:30 pm Tuesday, Wednesday & Friday
Email: campuslife@ccm.edu

OFFICE OF RECORDS & REGISTRATION

The Records and Registration Office provides a variety of services to students including: registration, adding, dropping, course withdrawals, change of information including address, residency changes and name changes including chosen name, change of major requests, declaration of a certificate, certificate completion application, transfer credit evaluations, second degree requests, enrollment verifications, graduation applications, certification for graduation and requests for official transcripts. All student academic records are maintained in the Records and Registration Office.

Online Services:

[Titans Direct](#) provides instant access for students to: register (Please note that students must meet with their advisor and receive clearance prior to registering during the fall and spring semester), view their schedules, grades and unofficial transcripts as well as, view and pay your tuition on [Titans Direct](#).

Located: Student/Community Center, Room SCC220
Phone: 973-328-5200
Hours: Mon. & Thurs. 8:30am - 6:30 pm
Tues. Wed. & Fri. 8:30 am - 4:30 pm
Email: registrar@ccm.edu

TRANSFER SERVICES

Many County College of Morris (CCM) graduates continue their education by transferring to four-year colleges and universities to earn a bachelor's degree. Each year, CCM students successfully transfer to institutions throughout New Jersey and across the country.

Transfer Services provides guidance and support throughout the transfer process. Whether exploring transfer options or preparing to submit applications, students have access to personalized advising to help make informed decisions and successfully plan for the next step.

Planning ahead is key to a successful transfer. Students are encouraged to take advantage of one-on-one advising appointments, transfer resources, university partnerships, and articulation agreements designed to simplify the transition to a four-year institution.

Through the New Jersey Statewide Transfer Agreement, students who earn an Associate of Arts (A.A.) or Associate of Science (A.S.) from CCM can transfer to any New Jersey public four-year college or university with the assurance that credits will transfer toward a bachelor's degree. This statewide agreement helps create a seamless pathway for students continuing their education.

No matter where the journey leads, Transfer Services is committed to helping students transfer with confidence.

Location: Student Community Center, Room 118

Phone: 973-328-5245

Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.

Evening appointments are available by request.

Email: transferservices@ccm.edu

ACADEMIC REGULATIONS AND PROCEDURES

ACADEMIC INTEGRITY POLICY & PROCEDURE

Purpose. In order to maintain academic integrity at County College of Morris, the college community will not tolerate any form of academic dishonesty. Unacceptable forms of dishonesty include cheating, copying, fabricating information, plagiarism, unauthorized collaboration, and submitting someone else's work as your own; dishonesty through technology, such as using generative AI engines to complete any academic activity or assignment without permission, sharing documents, files, flash drives, or programs, and accessing, modifying, or transferring electronic data, system software, or computing resources. The goal of this policy is to promote academic integrity and prevent all forms of academic dishonesty.

Report of Academic Dishonesty: 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, in consultation with the Department Chair or Academic Dean, will determine the appropriate sanction. Departments are encouraged to establish consistent procedures for addressing academic integrity violations to promote fairness across courses and programs. If the faculty member believes a sanction beyond the classroom is warranted, such as suspension, expulsion, or a permanent notation on the student's academic record, the matter must be referred to the Academic Integrity Review (AIR) Board. The faculty member must also notify the Assistant Vice President of Student Affairs of all academic integrity violations so they may be documented. If a student commits multiple violations, the Assistant Vice President of Student Affairs may impose additional sanctions. Copies of the work demonstrating the alleged violation must be attached to the report.

Academic Integrity Review Board: The Academic Integrity Review Board is the body on campus that reviews complaints filed against students for violating the college's Academic Integrity Policy to determine whether or not academic dishonesty occurred. Their findings serve as recommendation to the Assistant Vice President of Student Affairs for the imposition of disciplinary sanctions. The Academic Integrity Review (AIR) Board is composed of six (6) members, including a faculty representative from each of the academic divisions, an Academic Dean, the Assistant Vice President of Student Affairs, and the Assistant Dean of Students. 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.

ACADEMIC PROBATION AND DISMISSAL POLICY

County College of Morris monitors students' academic progress each semester to help them achieve academic success. Students are expected to maintain a cumulative point average (CPA), also known as a cumulative grade point average (GPA), of at least 2.0. Students who do not meet the College's minimum academic standards may be placed on Academic Alert, Academic Probation, or Academic Dismissal, depending on their cumulative and semester grade point averages and the number of credits attempted. These academic standings are intended to identify students who may benefit from additional support, encourage

academic improvement, and establish clear expectations for continued enrollment. The following sections describe each academic standing and the requirements for maintaining or returning to good academic standing.

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 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.

ACCESS TO STUDENT FILES

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review one's education records within 45 days of the day the college receives a request for access. Students who wish to inspect/review their academic records must make a request in writing or via their CCM email account to the Office of Records and Registration. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of one's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write to the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

At its discretion, the County College of Morris may provide "directory information" in accordance with the provisions of FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the County College of Morris includes the following: name; CCM email address; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; enrollment status (full/part time). Students may block the public disclosure of directory information by notifying the Office of the Dean of Students in writing. Such requests must be filed within the first two weeks of the Fall or Spring semester and will remain in effect until removed by the student in writing. Questions regarding The Family Educational Rights and Privacy Act should be directed to the Registrar (call 973-328-5200 or email registrar@ccm.edu).

CHANGE OF CURRICULUM

Students who wish to transfer from one major to another must fill out a Change of Major form, obtain the appropriate signatures and return it to the Records and Registration Office for processing.

Students who change majors and achieve a 2.0 grade point average for the first 12 credits in the new major may apply to drop from their cumulative grade point average all "D" and "F" calculations for courses previously completed which were particular to the former major, and which do not pertain to the new major. Students will have one opportunity to take advantage of this policy to drop grades. If a student decides to change back to their original major, the grades which were removed will be reinstated.

CLASS ATTENDANCE

Students are expected to attend all scheduled classes and laboratory sessions for which they are registered. Absence does not excuse a student from the responsibility for class work or assignments that are missed. Specific attendance regulations may be established by individual faculty and/or academic departments.

CLASS CANCELLATION

Call 973-328-5580 or check www.ccm.edu to obtain information on weather closings. Students should be alert to the time mentioned and that the closing/canceling may involve *only* morning classes, that there still may be night classes.

DROP/ADD AND WITHDRAWAL POLICIES

Students may make changes to their schedules online prior to the start of the term. Once a term begins, students will be able to drop classes online until the last day of the refund period. Students are not permitted to add classes online to their schedule once a term has started unless it is for a 15-week course – refer to [Records and Registration](#) web page for dates. If a student neglects to follow official procedures and stops attend classes, the grade of 'F' will be posted at the end of the semester.

The college allows students to withdraw from courses up to and including the period in which 75% of the course has been completed. If a student chooses to withdraw from all courses, he/she must complete a withdrawal form and submit it to Records and Registration prior to the withdrawal deadline. For more information about adding/dropping/withdrawing from classes visit the [Records and Registration](#) web page.

In certain instances, students may pursue a late withdrawal once 75% of the course has been completed. The student should consult with the Office of the Dean of Students or the Center for Student Well-Being a late withdrawal.

FILING A COMPLAINT

At County College of Morris, every effort is made to maintain a positive and productive environment. It is expected that all individuals, students, faculty and staff will demonstrate mutual respect and understanding towards this goal. Employees should consult the ***"Student Code of Conduct"*** or the handbook on ***"Dealing with Disruptive Behavior in the Classroom and on the Campus"*** for procedures in addressing problems with students. In those instances in which students have a problem in a class, with a faculty member or another employee, the following procedures should be followed:

Academic Complaints

FILING A COMPLAINT

At County College of Morris, every effort is made to maintain a positive and productive environment. It is expected that all individuals, students, faculty and staff will demonstrate mutual respect and understanding towards this goal. Employees should consult the ***“Student Code of Conduct”*** or the handbook on ***“Dealing with Disruptive Behavior in the Classroom and on the Campus”*** for procedures in addressing problems with students. In those instances, in which students have a problem in a class, with a faculty member or another employee, the following procedures should be followed:

Academic Complaints

1. The student is encouraged to address the concern first with the instructor of the course. This should be a professional and courteous conversation in which the student respectfully states the nature of his/her concern and what are his/her expectations for a resolution. Every effort should be made for the faculty member and the student to arrive at an acceptable solution to the concern that involves the student returning to the course to continue his/her education.
2. If the student is not satisfied after having spoken with the faculty member or does not feel as if he/she can approach the faculty member, he/she should contact the Chairperson of the academic department to submit his/her concern. *If needed, either the Department Chairperson or the student may seek guidance from the Dean of Students Office regarding how to proceed with the concern.*
3. In those instances, in which the student contacts the Dean of Students Office, they do so with the understanding that further pursuit of a resolution involves the faculty member, the Department Chairperson, and in some cases the School Dean. The representative of the Dean of Students Office serves as a mediator in the process and will not render a determination.
4. The student explains the nature of the concern to the faculty member and/or the Department Chairperson.
5. When the concern is made to the Department Chairperson that individual will communicate with the faculty member directly. The Chairperson will determine the appropriate actions to be taken between the faculty member and student in an effort to resolve the matter efficiently and effectively.
6. If the concern is expressed to a representative of the Dean of Students Office, the Dean will contact the faculty member or Chairperson of the department involved to inform him/her that a complaint has been made and to collaborate in bringing all related parties together to discuss the matter or refer the student directly to the Department Chairperson for further action.
7. If, after having met with the faculty member and/or Department Chairperson, the student still has not achieved satisfaction, he/she could contact the School Dean. Again, the student must explain the details of his/her concern. The Dean's responsibility is to work through an acceptable resolution involving all appropriate individuals; e.g., student, faculty member, Department Chairperson. If a representative from the Dean of Students Office was involved in the initial phase of the student's pursuit, the School Dean may consult with that individual as well.
8. If, after having met with the School Dean, the student remains dissatisfied, the final level of appeal is to the Vice President of Academic Affairs. Again, the student must explain the details of his/her concern, provide evidence documenting the issue, and offer an explanation as to why an acceptable resolution has not been reached. The Vice President will investigate the matter and render a determination as appropriate.

At any point in the above process if a resolution is determined, it is communicated to all parties involved verbally and/or in writing. Depending upon the resolution, the Department Chairperson or the School Dean should oversee any required follow-up.

If, at the conclusion of following these procedures, no satisfactory resolution is determined, the School Dean or Vice President of Academic Affairs involved in the process can make a determination of whether it is acceptable to withdraw the student from the course (with or without a refund), move the student to a different section of the same course, or move the student to an alternate course.

Non-Academic Complaints

1. The student is encouraged to address the concern first with the staff member. This should be a professional and courteous conversation in which the student respectfully states the nature of their concern and what their expectations are for a resolution. Every effort should be made for the staff member and the student to arrive at an acceptable solution to the concern that involves the student returning to their college activities.
2. If the student is not satisfied after having spoken to the staff member or does not feel as if they can approach the staff member, he/she should contact the staff member's Supervisor to submit his/her concern or the student may contact the Dean of Students Office to discuss their concerns. In the instances in which the student contacts the Dean of Students Office, they do so with the understanding that further pursuit of a resolution involves the staff member and the staff member's Supervisor.
3. When the concern is made to the employee's Supervisor, that individual will communicate with the staff member directly. The Supervisor will determine the appropriate actions to be taken to resolve the matter efficiently and effectively.
4. If the concern is expressed to a representative of the Dean of Students Office, a representative of the office will contact the staff member, and/or the Supervisor of the department involved to inform them that a complaint has been made and to collaborate in bringing all related parties together to discuss this matter.
5. If, after having met with the staff member and/or Supervisor of the department, the student still has not achieved satisfaction, they should contact the Dean of Students Office to work through an acceptable resolution involving all appropriate individuals; e.g. student, staff member, Department Supervisor.

At any point in the above process if a resolution is determined, it is communicated to all parties involved verbally and/or in writing. Depending upon the resolution, the Department Supervisor or representative from the Dean of Students Office should oversee any required follow-up.

GRADING SYSTEM

The college uses a grading system of letters as follows:

Grade	Interpretation	Quality Points
A		4
A-		3.67
B+		3.33
B		3
B-		2.67
C+		2.33
C		2
D		1
F	Failure	0
R	Registered for Audit	None
I	Incomplete	None
Grade	Interpretation	Quality Points
P	Pass	None (non-credit courses only)
SP	Satisfactory Progress	None
W	Withdrew	None (without academic penalty)
EX	Credit by Examination	None
TRA, TRB, TRC, TRD	Transfer Credit	None

Grades may be assigned to non-credit courses to indicate the level of achievement but they do not earn quality points and are recorded as none.

Term Grade Point Average (GPA) measures a student's achievement in one semester.

1. To figure out your Term GPA
 - a. See above chart of grading system: 4 quality points for 'A', 3 quality points for a 'B', etc.

- b. Multiply the number of quality points for each course (that represents the letter grade) by the number of credit hours of each course to get your quality points earned in each course. Example: you have 15 attempted semester hours and a sum of 24 quality points that would work out to be a 1.6 average; a sum of 30 quality points would be a 2.0 (a 'C' average); etc.

Cumulative Point Average (CUM) shows the quality of all a student's work done at the college.

1. To figure out your Cumulative GPA
 - a. The above procedure is applied to all work attempted to date. The first semester the answer is both for the Term GPA and the Cumulative GPA.
 - b. Cumulative Point Average of 4.0 represents 'A' work; 3.0 a 'B' average and 2.0 a 'C' average.
2. To graduate a student needs a minimum of a Cumulative GPA of 2.0.

Dean's Honors List:

1. Full-time students acquiring a Term GPA of 3.0 and better with no repeated courses and no grades of 'F' in any given semester.
2. Part-time students must be matriculated, accumulated 12 credit hours of academic work during an academic year and have a 3.0 average or better.

GRADE APPEAL PROCEDURES *For Grades Issued For One Year*

Students may appeal a grade assigned by a faculty member within one year after the semester in which the grades were awarded. This procedure applies to students wishing to appeal a grade prior to graduation from CCM. Grades may not be changed after graduation except when an error in the recording of a grade has occurred. This grade appeal procedure does not apply to students wishing to change grades to "W" because of extenuating circumstances.

Grades are determined solely by individual faculty members. If a student wishes to appeal a grade given by a faculty member, he or she must:

1. Meet with the faculty member to attempt to resolve the matter.
2. If the matter cannot be resolved with the faculty member, the student should meet with the chairperson of the department in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the chairperson.
3. Once the department chairperson has had an opportunity to research the matter, the chairperson will inform the student of his or her findings. Normally, the department chairperson will have two weeks to complete the research before a decision is rendered by the faculty.
4. If the student does not agree with the findings, he or she should meet with the dean of the division in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the division dean.
5. Once the division dean has had an opportunity to research the matter, the division dean will inform the student of his and her findings. Normally, the division dean will have two weeks to complete the research and render a decision.
6. If the student does not agree with the findings, he or she should meet with the Vice President of Academic Affairs. The purpose of this meeting is to bring the matter to the attention of the Vice President of Academic Affairs. The Vice President will confer with the division dean for information and guidance in the resolution of the matter. Normally, the Vice President will have two weeks to complete the research and render a decision. The Vice President of Academic Affairs is the final step in the grade appeal process.
7. Students who initiate the grade appeal process with someone other than the faculty member must be referred to the faculty member and start at Step One in the procedure.

GRADE APPEAL PROCEDURES *Due To Extenuating Circumstances*

Students may request that a grade of "F" be changed to a "W" (Withdrawal) when documented extenuating circumstances beyond their control prevented them from successfully completing the course. Requests should generally be submitted within five years from the date of which the grade was assigned, provided the student has not graduated.

Examples of extenuating circumstances include, but are not limited to, the death of an immediate family member, a serious illness or injury affecting the student or an immediate family member, hospitalization, or other significant personal circumstances that prevented successful completion of the course. Students requesting a change from an "F" to a "W" must complete the following steps:

- Complete and submit the [Grade Appeal Form](#) available on the Dean of Students webpage.
- Provide an explanation describing how the extenuating circumstances prevented successful completion of the course.
- Submit documentation supporting the extenuating circumstances. Examples of acceptable documentation include a death certificate, a letter from a healthcare provider on official letterhead, hospital records, or an obituary.
- A representative from the Dean of Students Office will review the appeal and send a memorandum to the faculty member requesting consideration of changing the final grade from "F" to "W."
 - If the faculty member approves the request, they will notify the Dean of Students Office, and the grade change will be processed 12 weeks of submitting the appeal to determine whether a grade change has been processed.
 - If a grade change has not occurred after 12 weeks, students may contact the Dean of Students Office to inquire about the status of their request.
- Only the faculty member who assigned the original grade is authorized to approve a change to the original grade. If the faculty member is no longer employed by the College, the request will be forwarded to the appropriate Division Dean and/or Department Chairperson for review and determination.

TRANSCRIPTS

Request Policy & Procedures

Students can request, pay and track their transcript requests through the National Student Clearinghouse (NSC). Directions and information can be found on this link - [Transcript Requests | County College of Morris \(CCM\)](#)

GRADES VIA WEB

Students may access their grades and unofficial transcript through [Titans Direct](#).

STATEMENT OF STUDENT RIGHTS & RESPONSIBILITIES

Enrolling in County College of Morris is a privilege and with that privilege come responsibilities. What follows is a list of some of the basic rules of civility, meaning the way you behave at County College of Morris, the way you interact with others, and the college's academic expectations. A student enrolled in the college accepts responsibility to become fully acquainted and compliant with these requirements, rules, and regulations; to accept the college's areas of jurisdiction; and to respect the rights, property, safety, and dignity of others in the college community. County College of Morris has the right and responsibility to determine when its policies, rules and regulations are violated and to decide the appropriate course of action. Students should consult the full text of this statement as well as the Student Code of Conduct to become familiar with all responsibilities, requirements, and rules of conduct.

STUDENT RIGHTS

Students of County College of Morris are guaranteed certain rights as citizens of the college community. Each student has the right to objective and timely feedback on their academic performance. At the same time, they are responsible for achieving standards of academic performance established for each course in which they are enrolled.

Each student has a right to:

- Be treated fairly and respectfully as a member of the County College of Morris community.
- Have access at prescribed times to faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for positive learning.
- Expect access to quality assistance and professional conduct from all members of the college's administrative staff.
- Expect to interact with faculty who treats the student with respect and who disseminates in a timely manner clearly stated expectations for class performance and evaluation.

- Have the freedom to raise questions and express alternative opinions without concern for any academic penalty or fear of retribution, as long as the expression does not disrupt or interfere with the orderly operations in a class or of the college as a whole.
- Expect that their work will be evaluated by academic standards that are free from discrimination on the basis of any classes protected under federal or state law.
- Have the opportunity to meet with faculty members, department chairs, or division deans when there are questions about the grades posted to the student's work product of classes.
- The privacy of certain records pertaining to the student's enrollment at the college as protected under the federal Family Educational Rights and Privacy Act.
- Expect the college to promote and foster an environment that is free from violence, harassment, or physical threats from any other members of the college community, and for the college to address, investigate, and/or take any other appropriate measures against any member of the community who infringes on this right.
- Form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.
- Have access to a free, timely, and impartial process for the review of allegations of misconduct, a student conduct/administrative hearing, and appeal of decisions regarding responsibility and sanctions.
- Express concerns by following specific procedures outlined in the Student Handbook if he/she believes his/her rights have been violated.

STUDENT RESPONSIBILITIES

By enrolling at County College of Morris, a student assumes the obligation to be a responsible member of the college community and to be familiar with all college rules, regulations, requirements, and expectations.

Each student has the responsibility to:

- Recognize and respect the rights of all other students, faculty, staff, and administrative members of the County College of Morris community.
- Treat all members of the college community with civility, respect, and courtesy.
- Assist the college in maintaining a healthy environment for learning.
- Be an active learner by adhering to course requirements as specified by instructor(s) in the course syllabus and follow all written and/or verbal instructions given by instructors or designated college representatives.
- Attend classes on time, remain through the entire class period, and abide by any other attendance requirements set forth in the course syllabus.
- Obey all duly established college, local, state, and federal policies, regulations, and laws while on-campus or participating in college-sponsored activities off-campus.
- Refrain from discriminating against other members of the County College of Morris community on the basis of any classes protected by federal or state law.
- Cooperate with college administrators, faculty, staff and contracted personnel in the performance of their authorized duties.
- Give and maintain accurate and complete information for all official records required by the college.
- Meet all financial obligations to the college.
- Carry a valid County College of Morris student identification card at all times while on college property or at college functions.
- Maintain the highest level of academic integrity in completing academic requirements.

STUDENT CODE OF CONDUCT AND DISCIPLINARY APPEAL PROCEDURES

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 Code of Conduct and Disciplinary Appeal Procedure establishes expectations for student behavior at the College and outlines the process used to

address conduct concerns when they arise. The student conduct program within the Assistant Vice President of Student Affairs Office/Dean of Student Office is an educational and developmental process that balances the interests of individual students with the well-being 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.

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 its standards.

The student conduct process at the College is not intended to punish students; rather, it exists to protect the interests of the College 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. In situations where a student is unable to meet CCM community expectations as outlined in the Code, the student conduct process may determine that the student can no longer participate in the College community.

Students should be aware that the student conduct process is different from criminal and civil court proceedings. While student conduct procedures are carried out fairly and equitably, they do not include the same legal protections or due process standards provided in the courts. Within the College process, due process includes written notice, a thorough and equitable investigation, a hearing before an objective decision-maker, and the right to submit a written appeal of a finding, a sanction, or both, based on the grounds 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). Educational sanctions are determined based on the severity of the violation and the student's cumulative conduct history. The student conduct process is designed to investigate and resolve alleged student misconduct violations in a prompt, thorough, reliable, fair, and impartial manner.

Full details regarding conduct expectations, prohibited behaviors, possible sanctions, disciplinary procedures, and appeal information are outlined in the [Student Code of Conduct and Disciplinary Appeal Procedure](#) and may be obtained from the Dean of Students Office, Student Community Center, Room 132.

CAMPUS REGULATIONS

Federal Clery Campus Security Act

The safety of all members of the campus community is of vital concern to County College of Morris. Information regarding crime prevention advice, the law enforcement authority of the Public Safety Department, policies concerning the reporting of any crimes which may occur on campus, and the crime statistics for the most recent three years may be requested from the Department of Public Safety at 973-328-5550, or the college's web site at www.ccm.edu.

Alcohol or Drugs on Campus

Except at specific organized social functions approved by the College, the use, possession and sale of alcoholic beverages on County College of Morris campus is strictly forbidden. The use, possession, sale or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous drugs or substances at County College of Morris by any individual unless prescribed by a doctor, is illegal and strictly forbidden. Persons violating these policies will be subjected to all applicable civil and criminal penalties. College-connected persons will be further subjected to college disciplinary action. In the event you are questioned by a college Public Safety officer you must present some identification such as your County College of Morris student ID.

Animals

County College of Morris (CCM) generally limits the presence of privately owned animals on campus for health and safety reasons. Domestic pets may not be brought onto campus or into College buildings unless specifically authorized. Service Animals are permitted when they are performing work or tasks for a student, employee, or visitor with a disability. Individuals who bring unauthorized animals onto campus or into College buildings may be subject to disciplinary action.

Bicycles and Other Recreational Vehicles

The use of bicycles, roller blades, skateboards, or other recreational riding apparatus is not permitted on campus walkways, parking lots, and wooded areas or in college buildings. Bike racks have been provided in Parking Lot #5 and #8 to lock bikes (use your own lock) in when brought on campus.

Campus Parking

All student cars parked on campus must be registered with the college Public Safety Department. Parking permits may be obtained during orientation or at Public Safety in parking lot number 10 at 675 Rt. 10, 24 hours, 7 days a week. A leaflet detailing the college parking regulations is available from the Public Safety Department. Decals are color coded and remain valid for three years. It is not necessary to obtain a new decal for each semester you are here unless your original decal has expired. Decals may not be switched to another vehicle.

For your convenience, the County College of Morris Parking Decal form can be found online at [Online Permit Registration](#). Use the links drop-down menu. Select Public Safety then open the CCM online Motor Vehicle Registration link. Upon completing the form, you must stop at the Public Safety building located in lot number ten to receive your decal. It will be necessary to produce a vehicle registration and a CCM ID card to complete the transaction.

IF YOU FAIL TO OBTAIN A DECAL WITHIN TEN DAYS OF THE FIRST DAY OF CLASSES, YOU ARE SUBJECT TO A CITATION AND HAVING YOUR VEHICLE TOWED FROM CAMPUS FOR SUBSEQUENT VIOLATIONS, AT YOUR OWN RISK AND EXPENSE!

The speed limit is 25 mph. on campus roads with the exception of Titan Drive which is 15 mph and 5 mph on walkways and in parking lots. Drive vehicles only on the roadways and park in designated areas. Faculty/staff carpool spaces are designated in Parking Lots #5 and #8. Students are not permitted to use these spots. Special sections for motorcycle parking are available in Parking Lots #7 and #8. Students violating posted 'reserved' areas or posted 'no parking' areas will be subjected to having their vehicle in violation towed from the posted zone at the risk and expense of the owner or driver. All such towing fees must be paid directly to the towing service before the vehicle will be released.

Fire Procedure

Fires should be reported immediately by activating the nearest fire alarm and by notifying the nearest college official or dialing ***the emergency number 5550***. It is mandatory that the buildings be evacuated when the fire alarm sounds. Evacuations must be done in an orderly fashion, by the exit nearest you that is clear of any emergency. Go directly to the appropriate area as directed by your professor or a CCM fire marshal. Re-enter only when directed by the fire marshals or Public Safety personnel. Take all personal items with you when exiting the building.

Furniture and Equipment

College furniture and equipment are for the use of students and other members of the college community. Removal and transfer of furniture will not be permitted. Any person caught damaging college property will be charged for actual repair or replacement costs and can be subjected to disciplinary action.

Immunization Requirements

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 live measles containing vaccine administered after 1968. Individuals are exempt from this requirement only if they were born before 1957. Hepatitis B is a series of 3 shots over a six month period. Documentation of blood titers is also acceptable. As of June 2020, all full-time college students are also required meningitis vaccinations depending upon age. This information needs to be presented to the college prior to registration for a second semester. Immunization forms are to be scanned to health-services@ccm.edu.

Sale of Merchandise

The only agency regularly authorized to sell items on campus is the Campus Store. Any others wishing to sell on campus must have the expressed permission of the Dean of Students and the Manager of Auxiliary Enterprises. Students as individuals cannot sell merchandise on campus.

Smoking

County College of Morris is a smoke-free campus. Smoking is banned from all campus buildings and anywhere on campus grounds. Smoking will only be permitted in vehicles not owned by the college. Smoking fines are \$75 for the first offense, \$100 for the second offense and \$125 to \$250 for the third offense. A fourth offense will increase the fine amount and may result in a Judicial Board referral. Fines must be paid within 10 days of the date it was issued. If an appeal is filed and upheld, the fine will be refunded.

As used in this policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other mater that can be smoked which includes electronic (vapor) products, and in accordance with P.L. 1981, Ch. 320 as amended, includes the inhalation or chewing or snuff or chewing tobacco.

CAMPUS SERVICES

ALUMNI RELATIONS

The County College of Morris Alumni Relations Office is part of the CCM Foundation and is dedicated to meeting the needs of its graduates. Membership in the Alumni Association is automatic once a degree or academic program certificate is granted through CCM. A list of benefits can be found in the Alumni section of the CCM website at [Alumni Benefits](#). Various other information, including Alumni Scholarships, the Alumni Newsletter, and an address update form is also available on the of the website. Share your email and cellphone number on the address update form to receive the most up to date information on alumni events, services and opportunities. Please also join us on the [CCM Alumni Association Facebook](#) and [LinkedIn](#) pages!

Location: Dalrymple House
Phone: 973-328-5060
Hours: 8:30 am – 4:30 pm Monday – Friday
Email: alumni@ccm.edu

CAMPUS STORE

The CCM Campus Store is located on the upper level of the Student Community Center and is a college-owned facility serving CCM students, faculty, staff and visitors. The Campus Store offers textbooks and supplies, electronics, calculators, clothing, stationery, trade books, and convenience items.

Visit [Welcome to the CCM Campus Store!](#) for current hours.

Extended hours may apply during the first week of a term. Summer hours differ. See the Campus Store website for details.

Phone: 973-328-5151
Email: bookstore@ccm.edu
Website: [Welcome to the CCM Campus Store!](#)

Textbook Buy-BackSelling Your Books Back

At the end of the Fall and Spring semesters, the CCM Campus Store conducts a buy-back for many of the titles used in the previous semester. The dates are posted around campus and on the bookstore website prior to the buy-back.

Visit <https://bookstore.ccm.edu/sell-books> for current buyback hours or to sell your books online.

Online

You are invited to visit the Campus Store's website: [Welcome to the CCM Campus Store!](#) to get current textbook information, make inquiries, order textbooks, and shop for school spirit items. The CCM Campus Store also hosts a price comparison tool on their website that allows you to see prices from multiple vendors for your course materials.

Charge/Debit Cards

The Campus Store accepts American Express, MasterCard, Discover and Visa Credit Cards in payment for purchases as well as Google Pay and Apple Pay.

Checks

Check should be made out to CCM Bookstore. The Campus Store will accept your personal check in payment for merchandise under the following conditions:

1. Your personal check must be drawn on a New Jersey bank with the name and address pre-printed on the check. No two-party checks are accepted.
2. You must have a valid New Jersey license and up to date CCM ID.

Return Policy

Last day for textbook refunds is based upon the academic term. Visit [Payment Methods & Return Policies | County College of Morris Bookstore](#) for specifics. Books must be in original condition (in shrink-wrap, if applicable). Original receipt and proof of registration status are required.

Non-text merchandise is returnable within 14 days with original receipt in resalable condition. Electronic items are not returnable once opened.

VENDING MACHINES

Vending Machines are located in the:



Academic Complex



HPE Building



Student Community Center



Henderson Hall



Advanced Manufacturing & Engineering Center



Sundries/Snacks: Available at the Campus Store during regular store hours.

DINING SERVICES

CCM has two food venues on campus, the SCC Café and the Cohen Café. Hours vary by location. Visit [Pomptonian | County College of Morris Bookstore](#) for current hours.

LIBRARY – SHERMAN H. MASTEN LEARNING RESOURCE CENTER 2nd Floor

The Library is on the second floor of the Sherman H. Masten Learning Resource Center and is open to CCM students, faculty and staff. Community members are welcome to visit and should stop at Public Safety for a temporary ID. Visit the Library for study space, research, and computer use. Printing is free for students with a current student ID. Students may print papers, handouts, and study materials but may not print entire books or book chapters.

Library services are available online and in person. Visit the Library or the LRC website [Library | County College of Morris \(CCM\)](#) and go to the CCM Library Start Page for:

Online and in person research tutoring – no appointment needed. Drop by the Library service desk or email, call, text or chat with a librarian during Library hours.

Journal articles and information databases and eBooks

Book checkouts at the Library.

For hours and information, see the Library website [Library | County College of Morris \(CCM\)](#).

LONGO PLANETARIUM

Since 1973, the Longo Planetarium has been bringing the stars to the CCM Campus. Here you can explore planets, stars, constellations, and the galaxies beyond!

The Planetarium offers a free show for students and staff monthly. Keep an eye on Campus Life Updates (CLUE) and [other publications](#) for upcoming shows.

A formal class in astronomy is offered to students, and the planetarium is used as a laboratory for this course in the fall and spring. CCM also invites the local community to attend ticketed showings held on the 2nd and 4th Friday/Saturday of the month. Reservations can be made through the [Campus Bookstore](#).

Location: Cohen Hall, CH207
Email: planetariuminfo@ccm.edu
Phone: 973-328-5755
Website: [Longo Planetarium | County College of Morris \(CCM\)](#)
Tickets: [The Longo Planetarium @ CCM](#)

PUBLIC SAFETY DEPARTMENT

The Department of Public Safety is available 24 hours a day, 7 days a week including holidays. The department is located in the 675 Route 10 building. 973-328-5550

The mission of the DPS is to provide a safe and secure environment for all persons who interact with the College and to provide this in a manner and atmosphere which is conducive to your educational development. Specifically, the department has the responsibility of planning, supervising, and monitoring all activities relating to the safety of the campus population. In addition, DPS staff are trained to respond and assess all types of emergencies that can occur at the campus to mitigate the safety of the campus population.

Public Safety personnel are non-sworn officers who are trained in first aid, emergency response, incident command, CCM campus and motor vehicle rules and regulations. Officers can provide assistance for those in need of escorts due to medical or security needs, vehicle problems and other campus safety / security concerns. If you have any questions regarding your safety or security at CCM please feel free to contact the Public Safety Department at any time 973-328-5550

Various services:

1. Registers visitors to the campus and issues temporary visitor IDs.
2. Provides safety information and checks staff and student CCM IDs
3. Jump start vehicles (dead batteries only).
4. Open car doors (keys lost/ locked in vehicle) Must have a current student ID card, valid driver's license or authorized parking permit.
5. Maintains Lost & Found Property.
6. Emergency message delivery – Titan Alert.
7. CPR / AED and First Aid trained and certified
8. Emergency transportation and escorts.
9. Enforces all Student and Staff Code of Conduct violations at the campus.
10. Emergency evacuation planning, procedures, and drills. [Public Safety | County College of Morris \(CCM\)](#)

Rave Guardian Safety App:

Rave Guardian is a custom-branded personal safety app that helps institutions connect and engage with their communities wherever they are. It partners with our Rave Alert software, which sends out our Titan Alerts. CCM has partnered with Rave and the Morris County 9-1-1 center to maximize the benefits of the app. Download the Rave Guardian Safety App. This is the best way to learn about all the different safety concerns on our campus. Just download the Rave Guardian App using your cell phone's App Store or Google Play. Then you can log in by using your CCM ID and password. Sharing your location is not required, the app also connects you to CCM Public Safety and college resources. [Get RAVE APP](#)

Location: Parking lot number 10 at 675 Rt. 10.
Hours: 24 hours/day, 7 days/week
Phone: 973-328-5550
Website: [Public Safety | County College of Morris \(CCM\)](#)
Email: publicsafety@ccm.edu

RUTGERS / CCM PARTNERSHIP

In order to facilitate the transfer process, Rutgers, The State University of New Jersey and the County College of Morris signed a partnership agreement providing degree completion opportunities to North Jersey residents. Through the partnership, students who have earned an associate degree from an accredited community college can now pursue a Rutgers University baccalaureate degree conveniently located on the CCM campus.

The Rutgers-County College of Morris partnership currently offers the following undergraduate degrees: Criminal Justice, Leadership & Management, Marketing, Public Health and Labor Studies.

To request additional program information, please visit: [Morris | Rutgers Statewide Partnerships](#)

Location: DeMare Hall, DH269
Phone: 973-328-5670
Email: tw364@rutgers.edu

SPECIAL EVENTS

Each year, the Department of Special Events sponsors programs that engage the college and community at large. Partners with academic departments to bring special guest lectures to campus. Special Events includes supporting all Foundation events (Annual Golf Outing and Gala) and CCM musicals, dance performances, guest lectures, art receptions, family events, Veteran's Day Celebration, groundbreaking, facility opening many other college celebrations.

Location: Dalrymple House
Phone: 973-328-5054
Email: cmcardle@ccm.edu

- Volunteer options available

TESTING CENTER

The Testing Center handles a variety of student testing needs.

Located: Learning Resource Center – Room LRC101
Phone: Online Testing 973-328- 5166
Email: testing@ccm.edu

Basic Skills Placement Testing

Accuplacer Placement Testing services provided by the center include the Basic Skills Placement Testing in Math, English, LOEP (Level of English Proficiency), and Computer Literacy for newly admitted and newly matriculated students and college level math placement in credit courses.

CLEP (College Level Examination Program) is a credit by examination program. Students can demonstrate their proficiency in a variety of subjects. Information can be found on the CCM CLEP's web site: [CLEP Testing Information & Registration | County College of Morris \(CCM\)](#)

Microsoft Office Specialist Certification is available through the Testing Center. Information can be found at [Microsoft Office Specialist Certification Examination](#)

QuickBooks Certification is available through the Testing Center. Information can be found at [Microsoft Office Specialist Certification Examination](#)

TUTORING CENTER

The Tutoring Center houses the Math, Writing, Science, Public Speaking, Business, and Languages & ESL Centers. The Center provides tutoring assistance in writing, mathematics, science, speech/public speaking, accounting, business, ESL and languages. In addition, the Center refers students to departments that offer specialized tutoring and runs academic workshops and weekly review sessions. Additionally, the Center gives students access to computers and quiet areas to do their work. Other services include online tutoring in a wide variety of subjects through Brainfuse. Students can access online tutoring support through the Center's Blackboard course shell Tutoring Center. Where they can also access other academic/study resources. For

any special in-person tutoring requests or assistance, please contact the Center. To see schedule or make an appointment visit [Tutoring & Academic Support](#)

Location: Learning Resource Center (LRC), Check-In 1st floor, Tutoring 2nd floor
Hours: 8:30 am – 6:30 p.m. Monday through Thursday
8:30 am – 3:00 p.m. Friday (tutoring virtual)
Phone: 973-328-5367
Email: tutorcenter@ccm.edu

MATH CENTER

The Math Center is designed to enhance the learning experience of CCM students in a variety of mathematical areas. The tutors consist of faculty and peers, who offer individual and group appointments. Additional resources that are available in the Center include academic workshops, and weekly review sessions. For further information and to schedule an appointment, please go to [Tutoring & Academic Support](#).

WRITING CENTER

The Writing Center is designed to help students improve their writing skills. Assistance is available through instruction by faculty and peer tutors. Tutors help provide guidance and instruction, helping students to adjust their writing in ways that make it coherent, and purposeful, while staying consistent with their own voice and abiding by instructor guidelines. Faculty tutors can help students with resume building, and writing for any class, including science and business courses, that might require a different kind of writing. Workshops are sometimes conducted in the academic year as well, for further support. For further information and to schedule an appointment, please go to [Tutoring & Academic Support](#).

SCIENCE CENTER

The Science Center is designed to enhance the learning experience of CCM students in a variety of science subjects. Individual tutoring assistance is offered by both faculty and peer tutors, and group workshops, Focus Sessions, and materials to study with such as microscope slides, bones and other specimens, and computers are available for homework or studying. Check-in required upon entrance to the Science Center. Additional resources are available on our Blackboard page: Tutoring Center For further information and to schedule an appointment, please go to [Tutoring & Academic Support](#).

VIRTUAL CAMPUS

The Virtual Campus is committed to high-quality and a “learning without borders” experience for all without the need to access a physical campus. Students can choose to pursue online education through one of the following formats: Virtual Campus and or Virtual Hybrid courses. These formats are available in traditional, accelerated, and late start semesters. For information regarding Virtual Campus services, please check out our website: [Online & Hybrid College Programs | County College of Morris](#)

Phone: 973-328-5332
Email: vclearning@ccm.edu

COLLEGE POLICY PROHIBITING SEXUAL HARASSMENT

The County College of Morris reaffirms its desire to create an academic/work environment for all students, faculty and staff, that is not only responsible, but supportive and conducive to the achievement of educational/career goals on the basis of such relevant factors as ability and performance. Students and College personnel are required to maintain an environment which allows all students and all College employees to enjoy the full benefits of their learning experience or work. The use of implicit or explicit coercive sexual behavior to control, influence or affect the performance or status of an individual is prohibited.

Sexual harassment is defined as unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; or

- b. Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive working/learning environment.

The College has established a procedure to be followed in reporting and investigating complaints of sexual harassment. Any member of the College community who believes he or she has been subject to conduct that violates this policy should follow the "Procedures for Reporting and Investigating a Sexual Harassment Complaint." Copies of this procedure are available from the Office of Human Resources & Labor Relations, the Dean of Students Office, an Academic Dean or the Center for Student Well-Being.

NEW JERSEY CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

County College of Morris provides services with the New Jersey Campus Sexual Assault Victim's Bill of Rights (Pursuant to P.L. 1994 Chapter 160), which stipulates that victims of sexual assault are accorded the following rights.

1. To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
2. To have any allegations of sexual assault treated seriously, the right to be treated with dignity.
3. To be free from any pressure from suggestion that victims are responsible for the commission of crimes against them.
4. To be free from any pressure from campus personnel to:
 - Report crimes if the victim does not wish to do so.
 - Report crimes as lesser offenses than the victim perceives the crime to be.
 - Refrain from reporting crimes.
 - Refrain from reporting crimes to avoid unwanted personal publicity.
5. To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
6. To have access to campus counseling under the same terms and conditions that apply to other students in the institution seeking such counseling.
7. To be informed of and assisted in exercising:
 - Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus/pregnancy.
 - Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.
8. To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
9. To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
10. To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.

The policy in its entirety may be picked up in the Center for Student Well-Being, CH 266.

POLICY AND PROCEDURES FOR PROVIDING SERVICES TO DISABLED STUDENTS

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. Any disabled student that needs access to accommodations should contact the Accessibility Services Office at 973-328-5284 or email aso@ccm.edu for services.

A copy of the [Policies and Procedures Regarding Students with a Disability](#) in its entirety may be obtained in the Accessibility Services Office. This will include:

1. Definition of disability and eligibility for services.
2. Reasonable accommodations, modifications, and auxiliary aids.
3. Documentation and the process for requesting accommodation.
4. Student responsibilities and implementation of accommodations.
5. Confidentiality of disability-related information and records.
6. Appeal and grievance rights and procedures.

THE STUDENT RIGHT TO KNOW ACT

The Student Right to Know Act of 1998 requires that all post-secondary institutions participating in federal student aid programs disclose certain institutional and financial assistance information. This information is available to current and prospective students, parents, employees and other interested parties directly from the college's website at the following link [Consumer Information | County College of Morris \(CCM\)](#).

SUMMARY STATEMENT OF RESPONSIBILITY FOR STUDENT USE OF TECHNOLOGY AT COUNTY COLLEGE OF MORRIS

County College of Morris provides information technology necessary for gaining access to resources that promote its mission and goals and provide an atmosphere that encourages the free and open expression of ideas. Information technology in classrooms, laboratories, and other computing facilities on campus may be used for purposes related to academic studies, official business with the college, and other college-sanctioned activities.

Accessing and using technological resources are privileges. Certain responsibilities accompany such privileges; understanding these responsibilities is important for all information technology users.

By utilizing information technology at County College of Morris, users agree to abide by this policy.

Users of County College of Morris's computer facilities must agree to:

- 1) Take responsibility for the protection and appropriate use of any CCM account and its associated data.
- 2) Respect the privacy of information stored using CCM's computing facilities, whether this information belongs to the user or to others.
- 3) Abide by any patent or copyright restrictions which may relate to the use of CCM's computing facilities, products, or documentation.
- 4) Refrain from using CCM's computing facilities for any form of private financial gain.
- 5) Refrain from using computing privileges to access other computer facilities to which the CCM network is connected without the appropriate approvals to do so.
- 6) Do not plug any non-issued CCM laptop into CCM's network.
- 7) Do not alter, disconnect, or switch any computer cables or wires.
- 8) Take no actions that constitute misuse of user access privileges. Misuse of privileges and improper use of information technology includes, but is not limited to, the following:
 - A. Engaging in behavior that causes or may cause the destruction of or damage to equipment, software, or data belonging to CCM or to other users;
 - B. Violating or attempting to bypass system securities;
 - C. Violating computer software license agreements;
 - D. Making unauthorized use of computer accounts, passwords, or access codes;
 - E. Seeking information on, obtaining copies of, or modifying files belonging to other users;
 - F. Engaging in any form of academic dishonesty, such as plagiarism, cheating, or the unauthorized copying of copyrighted material;
 - G. Harassing, libeling, or slandering other users;
 - H. Engaging in any form of illegal activity;
 - I. Engaging in any behavior that interferes with other technology users in public use areas;
 - J. Downloading information without proper approval from a college administrator.

Violation of the statements described above will be dealt with in accordance with normal disciplinary procedures of the college. Illegal acts involving college communication resources may also be subject to prosecution by local, state and/or federal authorities. The college reserves the right to extend, limit, restrict, or deny privileges and access to its information systems and technologies when presented with evidence of a violation of this or other college policy, or local, state and federal laws. This agreement will remain in force as long as I make use of CCM's computing facilities or services. No user has a privacy interest in the use of any of the college's information technology resources such as email, voicemail, etc. All material resident on the college's information technology resources are subject to both e-discovery and public records requests. Additionally, such materials may be used by the college for disciplinary or legal purposes. January, 2015

CONFIDENTIAL COMMUNICATIONS WITH THE BOARD OF TRUSTEES AUDIT COMMITTEE

Confidential written reports may be submitted directly to the Audit Committee of the Board of Trustees concerning suspected conflicts of interest, unethical conduct or irregularities in the financial and procurement practices of the College. These reports should be addressed to:

Board Audit Committee
County College of Morris
Lock Box #1
214 Center Grove Road
Randolph, NJ 07869-2086

Access to the above mailbox is restricted to members of the Board Audit Committee. The college pledges non-retaliation against persons making a good faith report to the Audit Committee where there is a reasonable basis for the content of the report. Persons knowingly submitting false information will remain answerable for such misconduct.

CHANGES AND CANCELLATIONS

Because of the uncertainties regarding course enrollment and regarding appropriation of public funds for community colleges, the college reserves the right to modify, alter, or cancel any of its programs, courses or services.

The college reserves the right to change instructors, to cancel, combine, or divide courses, to change the time, date or place of meeting, to change the cost per course, and to make other necessary decisions in these course offerings, and to do so without obligation. The college may cancel a course if registration fails to meet expected levels. If a course is cancelled, the college will attempt to notify participants through the student email system or by telephone prior to the first class meeting. Students will receive a full refund. The college is not responsible for errors in printed material.

CAMPUS DIRECTORY

OFFICE	EMAIL	TELEPHONE: 973-328-****
The Academic Success Center	tasc@ccm.edu	5530
Admissions	admiss@ccm.edu	5100
Allied Health	jmorrison@ccm.edu	5144
Alumni Relations	alumni@ccm.edu	5060
Aquatic Facility	athletics@ccm.edu	5252
Arts & Humanities	jjohnson1@ccm.edu	5446
Accessibility Services Office	aso@ccm.edu	5284
Athletic Office	athletics@ccm.edu	5252
Athletic Equipment Issue	athletics@ccm.edu	5253
Athletic Trainer	athletics@ccm.edu	5256
Biology & Chemistry	klockman@ccm.edu	5360
Bookstore	bookstore@ccm.edu	5151
Bursar Office	bursar@ccm.edu	5115
Business	kbodnarchuk@ccm.edu	5656
Campus Life Office	campuslife@ccm.edu	5225
Campus Store	bookstore@ccm.edu	5151
Career Services	career-services@ccm.edu	5245
Center for Student Well-Being	wellbeing@ccm.edu	5140
Criminal Justice	lmurray@ccm.edu	5760
Culinary & Hospitality Arts Institute of NJ (CHAI-NJ)	rmcgrath@ccm.edu	5629
Dean of Students	dsd@ccm.edu	5570
Distance Education/Virtual Campus	vclearning@ccm.edu	5332
Design & Media Studies	kyermen@ccm.edu	5446
Educational Opportunity Fund	eof@ccm.edu	5270
Emergency	publicsafety@ccm.edu	5550
Emergency Closing	Titans Alert	5580
Engineering Technologies/Sciences	lmurray@ccm.edu	5760
English & Communication	diansito@ccm.edu	5450
Financial Aid	finaid@ccm.edu	5230
Health & Exercise Science	macedo@ccm.edu	5328
Honor Program	honors@ccm.edu	5459
Information Technology	kwallace@ccm.edu	5780
Intramurals	athletics@ccm.edu	5255
Landscape & Horticultural Technology	macedo@ccm.edu	5363
Library-Learning Resource Center	lrcref@ccm.edu	5300
Mathematics Department	rjafer@ccm.edu	5722
Media Center	jschilp@ccm.edu	5290
Music, Performing Arts and Music Technologies.	rdelillo@ccm.edu	5430
Nursing	kcapwell@ccm.edu	5352
Phi Theta Kappa	ptk@ccm.edu	5225
President's Office	jhugues@ccm.edu	5030
Psychology & Education	cdrum@ccm.edu	5631
Public Safety	publicsafty@ccm.edu	5550

Records & Registration	registrar@ccm.edu	5200
Rutgers/CCM Partnership	tw364@rutgers.edu	5670
Social Sciences	csteger@ccm.edu	5602
Special Events	cmcardle@ccm.edu	5054
Student Activities Programming Board	sapb@student.ccm.edu	5216
Student Government Association	sga@student.ccm.edu	5225
Student Records	registrar@ccm.edu	5200
Testing Center	testing@ccm.edu	5166
Transfer Services	transferservices@ccm.edu	5245
Tutoring Center	tutorcenter@ccm.edu	5367
Veteran's Representative	veterans@ccm.edu	5220
Virtual Campus Services	vclearning@ccm.edu	5332
Weight Room	athletis@ccm.edu	5334
Workforce Development	wfd@ccm.edu	5083