



Student Handbook

2023 - 2024



Dear Student,

Welcome to Mercer County Community College! I want to congratulate you on your excellent decision to pursue your educational goals at MCCC.

We are a college that cares deeply about the success of our students, and we want you to have the tools and information you need to thrive. One such resource is this year's Student Handbook, which provides valuable information regarding student rights and responsibilities and serves as a guide to student services and activities.

I encourage you to familiarize yourself with the contents of the MCCC Student Handbook and explore everything Mercer has to offer. We have a diverse and caring community of faculty, staff, students, and alumni who are eager to help you succeed. Please reach out.

All of us here wish you the greatest educational and personal success. I look forward to seeing you on one of our two outstanding campuses!

Sincerely,

Dr. Deborah Preston, President
Mercer County Community College



Dear Mercer Student,

Congratulations on your choice of Mercer County Community College! The College is excited that you have decided to continue your education as a member of the MCCC community. As a student at Mercer County Community College, you are afforded a variety of opportunities for academic, personal, and social growth. MCCC is a place where you can define yourself and your future. The Student Handbook is your guide to all the resources that are available to you.

Don't miss out on any of the opportunities and stay engaged!

MCCC fosters a campus environment that is inclusive of all people. We realize that every student is unique, and we take great pride in promoting a campus community that values a diverse student body. Regardless of your background before coming to MCCC, we are prepared to provide you with a quality educational experience to prepare you to achieve your individual goals and a dedicated student affairs staff is ready to help guide YOU all along your educational journey.

Regardless of your path, we can help you get there. Our faculty, staff, and administrators are committed to helping every student succeed. As such, we welcome you to Mercer County Community College and wish you much enjoyment along your journey with us.

Best wishes,

Dr. Bette M. Simmons
Interim Vice President of Student Affairs

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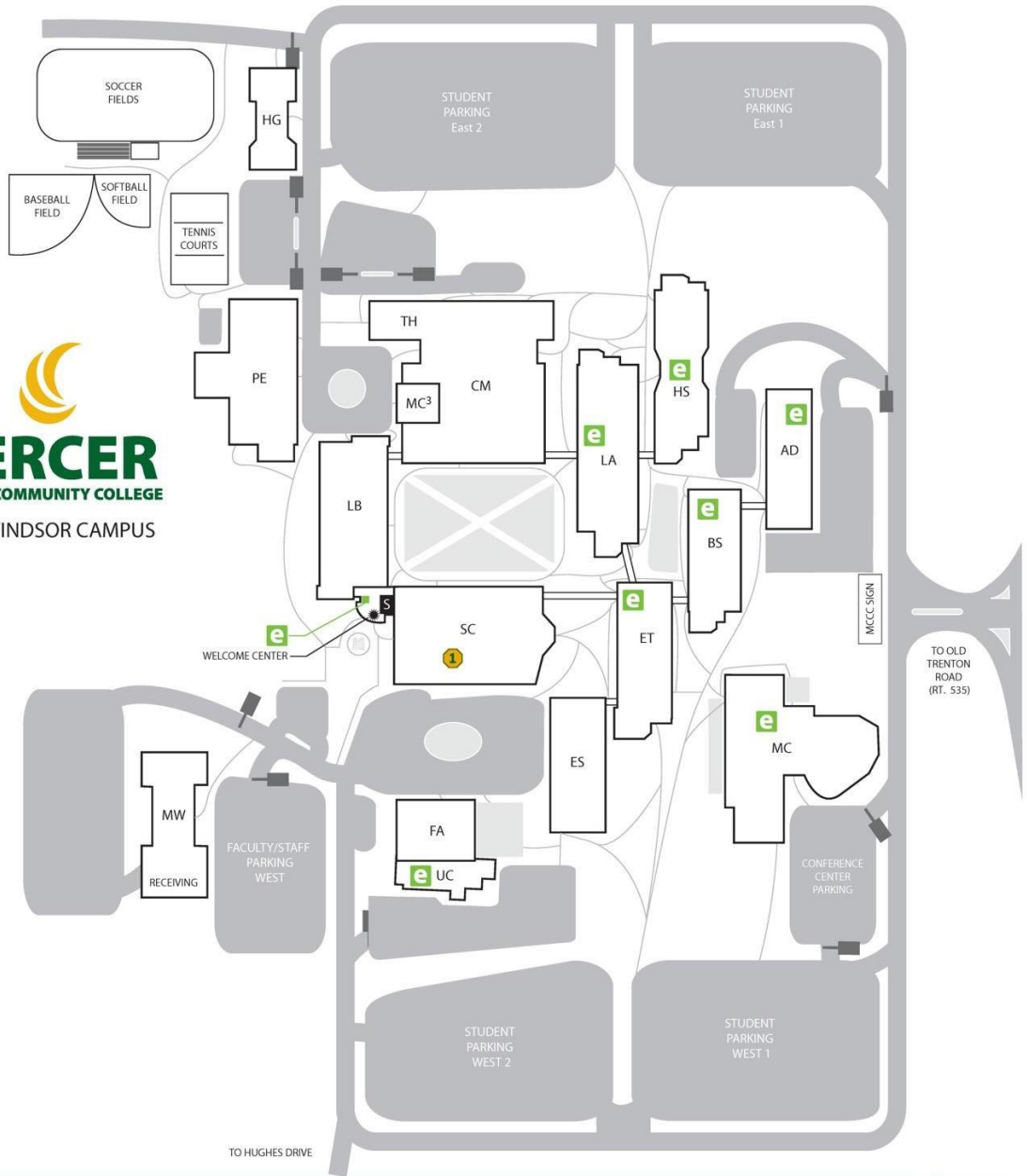
Some Essential College Contacts

The college's main telephone number is **(609) 586-4800**.

To reach any particular extension directly, dial **(609) 570-** [and the **ext.** listed below]

POSITION / DEPARTMENT	CONTACT	LOCATION	Phone Ext.
President's Office			
College President	Dr. Deborah Preston	AD 235	3614
Ombuds for Student and Campus Care	Dr. Tonia Perry Conley	AD 231	3621
Academic Affairs			
Vice President	Dr. Robert Schreyer	AD 232	3330
Assistant Vice President	Dr. James H. Whitney III	AD 230	3325
Dean for Business, Technology, Professional Studies	Dr. Laura Sosa	BS 120	3485
Dean for Liberal Arts	Dr. Robert Kleinschmidt	ET 107	3326
Dean for Math, Science and Health Professions	Kevin Duffy	HS 119	3384
Library	Pamela Price	LB 123	3562
Testing Centers	LeVar Hylton	LB 216	3297
Tutoring Services / Learning Centers	LeVar Hylton	LB 214	3297
Student Affairs / Student Services			
Interim Vice President	Dr. Bette Simmons	SC 214	3536
Athletics	<i>(Director)</i>	PE 121	3740
Book Store	<i>(main desk)</i>	LB 201	3416
Career Services	Letrice Feliciano	SC 217A	3530
Center for Accessibility Resources	Arlene Stinson	LB 212	3525
Center for Retention and Completion	Dr. Latonya Ashford Ligon	SC 231A	3292
College Safety	Michael Martin	SC 102	3539
Counseling and Student Wellness	Dr. Yannick Ladson	SC 229	3354
Diversity, Equity and Inclusion	Marvin Carter	AD 225	3407
Educational Opportunity Fund (EOF)	Al-Lateef Farmer	SC 230	3593
Enrollment Management	Savita Bambhrolia	SC 213	3438
Financial Aid	Jonathan Ng	SC 222	3214
Fitness Center	Rose Fiorello	PE 107A	3741
Food Pantries	Jodi Marra	SC123, KC403	3700
International Students	Nicole Hover	SC 218	3623
Military and Veterans Services	Kencis Kleinschmidt	SC 215	3240
Student Accounts	Lucia Brown-Joseph	SC 207	3404
Student Life and Leadership	Danielle Garruba	SC 114	3412
Student Records	Jeffrey Cooper	SC 221	3360
Transfer Services	Athena Patwary	SC Enroll Ctr.	3571
James Kerney Campus (Trenton)			
Assistant Vice President	Dr. Gonzalo Perez	KC 403	3241
Book Store	<i>(main desk)</i>	KC 230	6774
College Safety	Hope Jarvis	KC 152	3175
Library	Brielle Bogdzio	KC 301	3179
Testing and Learning Centers	Monica Moldonado	KC 330	3128

Campus Map



KEY	ELEVATOR	SECURED GATE	AD ADMINISTRATION BUILDING	HG HORTICULTURE GREENHOUSE	MC ³ STUDIO THEATRE
	WELCOME CENTER	BUILDING OR STRUCTURE	BS BUSINESS	HS HEALTH & SCIENCE	MW MAINTENANCE
	ONE STOP	ROAD/PARKING LOT	CM COMMUNICATIONS CENTER	LA LIBERAL ARTS	PE PHYSICAL EDUCATION
	SECURITY	WALKWAY	ES ENGINEERING SYSTEMS	LB LIBRARY	SC STUDENT CENTER
			ET ENGINEERING TECHNOLOGY	MC CONFERENCE CENTER	TH KELSEY THEATRE
			FA FINE ARTS		

Abbreviations for Campus Buildings

AD - Administration Building

BS - Business

CM - Communications

ES - Engineering Systems

ET- Engineering & Technology

FA - Fine Arts

HG - Horticulture Greenhouse

KC - James Kerney Campus

LA - Liberal Arts

LB - Library

MC - Conference Center

MS - Science and Health Professions

MW - Maintenance

PE - Physical Education

SC - Student Center

TH – Kelsey Theatre

UC – University Center

WWC - West Windsor Campus

Academic Integrity Policy

Students are expected to study and learn. In order to maintain academic integrity at Mercer County Community College, the college community does not tolerate any form of academic dishonesty. If you violate the policy, you may jeopardize your education. Cheating or plagiarism is not tolerated. The entire Academic Integrity Policy and Procedures begin on page 45 of this Student Handbook.

Academic Standing Policy

Good Standing

Each student begins his or her enrollment at Mercer on Good Standing, which provides no restrictions on his or her credit load beyond those contained in normal college policy. A student

remains on Good Standing by passing the courses in which he or she enrolls each semester and by maintaining a satisfactory cumulative grade point average (GPA).

Academic Progress

The academic sanctions for failing to maintain satisfactory academic standards/progress may include probation, continued probation, or academic dismissal. These sanctions will be imposed on students who fail to earn sufficient grade point averages after completing 12 or more semester hours with a cumulative grade point average below 2.0 (C average).

A student placed on academic sanction or dismissal may appeal the action to the Academic Standing Committee.

Academic Sanctions

If a student falls below a 2.0 GPA they may be placed on academic probation for the following semester. If the student remains below a 2.0 GPA while on probation, they may be unable to receive financial aid and/or VA education benefits will be terminated. Students who are no longer eligible for financial aid or use of VA benefits may continue to attend school; however, they will be responsible for all costs. Some academic programs may dismiss the student from the program, although they may continue to take other classes at MCCC.

If the student's cumulative GPA remains below a 2.0 GPA after the first semester of probation, they may be dismissed from the college. Dismissal requires a student to take a semester off and attempt to resolve the issues that affected academic progress before returning.

If the student has experienced an extenuating circumstance that unavoidably affected their academic progress, they may submit an appeal from dismissal and submit the appeal to the Office of Student Affairs for review by the Academic Review Committee.

Access to Your Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects your educational records, including access and release. You are insured access to your records, rights to their release, and the right of privacy and confidentiality.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The college has designated the following student information as public or Directory Information. Such information may be disclosed by the college for any purpose.

- Name
- Address
- Telephone Number
- E-mail Address
- Enrollment Status (full-time or part-time)

- Dates/Semesters of Attendance
- Major Field of Study
- Degrees and Awards Received
- Previous Institution(s) Attended
- Participation in Officially Recognized Sports and Activities
- Weight and Height of Athletic Team Members

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received by the Student Records office within the first three weeks of the semester in which the withholding of Directory Information is to take effect. Request forms are available in the Student Records office. The college assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

You may sign a release granting access to parents or other significant persons.

Advisement (Academic)

SC231

Academic advisement is provided to students through two groups. Upon initial enrollment, students will meet with an academic advisor in the Center for Retention & Completion (CRC) located on the second floor of the Student Center (SC231). Here you may see an advisor who will help establish a realistic academic plan and provide you with answers to your questions. After your second semester, your faculty advisor in your program of study is assigned to advise you. If you are a non-degree student (attending courses for personal or job-related reasons), you may see an academic advisor, your instructor, or visit the Center for Retention and Completion for advice on proper course selection. To be eligible for financial aid, you must be in an academic program.

Students with special needs or academic accommodations can make arrangements for academic advisement. You may request an appointment by contacting the Center for Accessibility Resources (LB218, ext. 3525). Additional information is available on our web- site at www.mccc.edu/admissions_academic.

Alcohol and Drug Policy

Prevention of alcohol and drug abuse is a recognized health-related priority at Mercer. The college provides information to students and employees about the perils of substance abuse, and offers booklets, pamphlets, videos, referrals, resources, and campus- wide activities to educate the college community.

The college prohibits use or distribution of alcohol or drug substances on college property.

Sanctions imposed upon students or employees for violations of the college's alcohol or drug policy will be determined by the circumstances of each case. Local, state, and federal laws which apply to the purchase, consumption, and abuse of alcohol and/or drugs will be fully enforced by MCCC.

Mercer County Community College is in a DRUG FREE ZONE. Since it is within 1000 feet of the Mercer County Special Services School, the penalties can be even more severe for those who take part in illegal drug and/or alcohol activities. In addition, violators may be subject to criminal prosecution. The One Day At A Time Program (ODAT) offers group assistance to at-risk students or students in recovery. For substance abuse resources and information, contact the Counseling and Wellness Center, at ext. 3354, SC-229.

Alumni Association

All graduates automatically become members of the MCCC Alumni & Friends Association and receive membership cards at commencement. You may obtain information about the Association from ext. 3293.

Athletics, Fitness and Recreation

PE120, ext. 3778 or athlete@mccc.edu

MCCC athletic programs rank among the finest in the country. Intercollegiate sports include men's and women's soccer, men's and women's basketball, baseball, softball, men's and women's tennis, women's cross country, and men's lacrosse.

If you are interested in participating, please contact the Athletics department. Mercer athletes are also Mercer scholars who are recognized as much for their scholarship as for athletic triumph.

Admission is free for all MCCC students with a valid Mercer I.D. at any home contest. Contact the Athletics department for all sports schedules or visit the college website.

Attendance Regulations/Absences

Students must attend all classes of every course on their schedules and adhere to attendance policies in your course syllabus. If you cannot avoid an absence, contact your instructor for assignments. Prolonged absences due to illness, injury, or bereavement for an immediate family member should be reported to the office of the Vice President for Student Affairs. If for a valid reason you require an excused absence, you may obtain consent from your instructor, provided you fulfill all course requirements. Physician documentation may be required.

Students in the Medical Laboratory Technology, Physical Therapist Assistant, and Radiography programs must arrange with the program coordinator to make up all missed laboratory and clinical hours. Students in nursing courses are required to attend all lecture, recitation, college laboratory, and clinical laboratory sessions.

The college is required by law to make attendance reports on students who are funded by

financial aid, veterans' benefits, Social Security payments and various other federal, state, or private scholarship programs.

Mercer County Community College does not have a "cut system." Students are expected to attend classes regularly. Students are bound by the attendance policies established by their professors in writing in the syllabus. If you do not attend class and your instructor reports you absent, you could lose your financial aid.

ATM Automatic Teller Machines

ATM services are available on the first floor of the West Windsor Campus Student Center in the student dining area of the cafeteria.

Bathrooms

Gender Neutral bathrooms are located on the first floor of the Student Center and Administration buildings at the West Windsor Campus, and on the second floor of the Kerney Building at the James Kerney Campus.

Blood Plan

Students may become members of the MCCC Blood Plan. Mercer holds blood drives on the West Windsor Campus and at the James Kerney Campus twice each semester. A donation of one unit of blood entitles you and your immediate family members to 12 months of coverage. This is a much-needed community service.

Bookstore/Campus Store

www.mcccshop.com

West Windsor Campus - LB201, ext. 3416

James Kerney Campus - KC230, ext. 3416

The bookstore is a one-stop shop operated for the convenience of our students, faculty and staff. In addition to carrying the required and recommended texts for all classes, the bookstore also stocks school supplies, technology, MCCC clothing, MCCC gift items and a variety of snacks, drinks and coffee. For more information, or to shop online, visit the bookstore website at www.mcccshop.com.

Book Return Policy (Textbook)

Textbooks and course materials purchased before the start of class can be returned up to a week after the start of the semester. Items must be in original packaging and accompanied by the original receipt. Books purchased after the first week of class can be returned within two business days for a full refund (some restrictions apply). No refunds for any opened packages, codes, or loose-leaf books. Refunds for electronics (computers, headphones, etc.) are subject to manager approval.

Building Access

All College facilities and buildings will be closed and secured nightly at 11 p.m. The campus will remain closed throughout the evening, and will reopen at 7 a.m. With the exception of College Safety personnel, all visitors, guests, students, faculty and staff must leave the college grounds by this time. Exceptions will be considered if approved by a Division Dean after consultation and approval of the head of College Safety. Violators will be subject to disciplinary action and/or criminal prosecution for trespassing.

Bursar

SC256, ext. 3499 - Mon. through Fri. 8:30 a.m. to 4:30 p.m. (Summer hours may vary)

Tuition and fees are established by the Board of Trustees and are subject to change at any time. You may pay for tuition and fees at the Bursar's office, SC256, and at the James Kerney Campus, KC218 (within Enrollment Services). There is a fee charged for returned checks for insufficient funds.

Fines for parking tickets are paid at the Bursar's office, SC256. Transcripts are not released if outstanding fines or balances exist. Approved time sheets for all on-campus student employment are submitted to the Accounting Office, AD128.

West Windsor Campus

- Mon., Tues., Thur., Fri. 9:00 a.m. to 5:00 p.m.
- Wed. 9:00 a.m. to 6:00 p.m.

James Kerney Campus

- Mon. & Tues. 9:00 a.m. to 5:00 p.m.

You may pay tuition and fees at the Bursar's office located on the second floor of the West Windsor Student Center, and at the James Kerney Campus, KC218 (within Enrollment Services) during the hours listed above. You may pay your bill in person using cash, debit card, check, Visa, MasterCard, American Express or Discover. You may pay your bill in full, on the web using any major credit card. There is also a payment plan available to pay your tuition and fees by accessing your student account.

A fee is charged for checks returned for insufficient funds. Fines for parking tickets are paid at the Bursar's office. Based on New Jersey State statutes, we cannot accept student chargebacks from other counties after the first two weeks of the semester. Chargebacks allow students from out of Mercer County to attend MCCC and be charged in-county rates as long as the students' home county college does not offer the program of study being pursued at MCCC.

Buses

New Jersey Transit provides services with stops at both the West Windsor Campus and James

Kerney Campus. Return trip tickets may be purchased at a reduced cost in the Bookstore, LB201, or KC230.

The bus stop at the West Windsor Campus is at the loop next to the library. The bus stop at the James Kerney Campus is at the Trenton Commons at the corner of Warren and West State streets. Maps and bus schedules are available at the Welcome Center and the Student Life office at both campuses. The college also offers a shuttle bus service between the James Kerney Campus and the West Windsor Campus and also between the Quaker Bridge Mall and the West Windsor Campus. For more information go to www.mccc.edu/student_services_shuttles.

Campus Eatery

The Campus Eatery on the West Windsor Campus is located on the first floor of the Student Center. Breakfast and lunch options are available during posted hours. There are also food and drink machines located in the Student Center, Business, Physical Education, Liberal Arts, Engineering Systems, Maintenance, Math and Science, Communications, Administration, and Theatre buildings. At the James Kerney Campus, the Center City Café, located on the ground floor, serves a menu that changes daily.

Career Prep

All students participating in the Career Prep Program are responsible for adhering to the Mercer County Community College Student Code of Conduct as set forth in the Student Handbook. Any violations which occur at the college (whether on campus proper or at a designated college site) will be handled in accordance with the Disciplinary Proceedings set forth as part of the Student Code of Conduct.

Career Services

The Career Services office assists students and alumni in their efforts to find meaningful careers and appropriate college majors. We provide the following:

- one on one career counseling
- assistance with cover letter and resume preparation
- mock interviewing
- career workshops
- employer visits and job fairs

Call or email directly to inquire for services

Phone: 609-570-3530

E-mail: careers@mccc.edu

More info: https://www.mccc.edu/student_services_counseling_career.shtml

Cell Phones and Audio Devices

Students are prohibited from playing audio devices in any administrative or instructional areas such as classrooms and their adjoining hallways, the libraries, learning centers, lecture halls, and testing centers. Loud music played in any area of the campus, including the fitness center and theatre, may be considered distracting and disruptive to the academic and cultural environment. Wireless communication devices, such as cell phones — with or without picture/video capabilities - must be deactivated while in the areas listed above and during any instructional or cultural event such as classes, lectures, labs and special programs.

A cell phone charging kiosk is located on the first floor of the Student Center adjacent to the ATM machine.

Center for Continuing Studies, Training & Development

MC154, ext. 3202 or ComEd@mccc.edu

The Center for Continuing Studies offers noncredit courses for adults seeking to enhance their professional skills, to enter a new career or re-enter the workforce, or to expand their personal interests. In addition, youth activities and summer camps appeal to children throughout the community.

All course offerings are available at www.mccc.edu/cs. Summer camp program offerings are available at campcollege.mccc.edu.

Center for Accessibility Resources

LB218, ext. 3525

The mission of The Center for Accessibility Resources (CAR) is to work collaboratively with faculty and students toward the development of accessible and inclusive learning environments characterized by student engagement fostering intellectual and personal growth.

The College recognizes disability as an aspect of diversity and CAR works to ensure inclusive learning environments both by encouraging the college community to examine accessibility and through the delivery of effective academic accommodations to qualified individuals.

Information regarding obtaining reasonable academic accommodations is available on the web at https://www.mccc.edu/student_services_needs.shtml

Center for Retention & Completion (CRC)

SC231, ext. 3451

The Center for Retention & Completion is comprised of professional academic advisors who view each student as a whole person with different academic, personal, and career goals. When you walk through our door - in person or virtually - we strive to transform your college experience by providing holistic advising and coaching, and individual attention.

The CRC Team's goal is to build relationships and trust with our advisees through genuine

interactions. We ask students questions about their goals, help them create a plan and guide them on their journey toward degree or certificate completion.

Be on the lookout for information around campus and on our website https://www.mccc.edu/student_crc.shtml about workshops and upcoming events.

Change of Address/Name

For more information: registrar@mccc.edu

To continue to receive communications from the college, you must inform the Student Records office whenever a change in address, name, telephone number or e-mail address occurs. Documentation supporting the change may be required.

Change of Program of Study

Student Records Office

To change your program, first meet with an academic advisor to discuss the reasons for the change. If after this meeting you still plan to change your curriculum, complete a Change of Program Form.

The form can be picked up at the Student Records office or from your academic division. It requires the signature of the dean or administrator of the division in which your new program is based. If you are undecided about making a change, Career Services may help to match your career goals with an appropriate major.

Chaplain

SC113, ext. 3408

MCCC benefits from the services of a Protestant chaplain who maintains office hours at both campuses. The Chaplain is available to assist you in meeting your personal or spiritual needs. Group fellowship, human development activities, and personal counseling are offered. Office hours are posted on the door at SC 119. At other times, contact Counseling Services in SC213.

Children on Campus

Children are not authorized on campus property at any time unless under the immediate supervision of a parent/guardian or enrolled in some special program hosted by the college. Students who bring small children to the campus may not leave them unattended at any time, especially in the Student Center, library, and lounge areas. Children will not be admitted to instructional classrooms while classes are in session without prior approval by the instructor.

Children are not permitted in the Testing or Learning Centers.

Classroom Environment

Everyone at Mercer is to respect the rights of students to learn without distraction. Instructors may establish reasonable rules of conduct in their course syllabus. You may be asked to leave

any class session if you disrupt the learning environment. Please note that disruptive behavior, ranging from “acting out,” engaging in side conversations, and receiving cell phone calls or audible text messages that disturb others, will not be condoned.

Cell phones are to be turned off in all academic learning environments (including but not limited to laboratories, testing center, classrooms, library, learning centers, art gallery, theatre, etc.) unless previously approved by the instructor or responsible administrator.

The college strives to create an environment that fosters a sense of community, pride and respect; we are all here to work cooperatively and to learn together.

Clubs and Organizations

SC114, ext. 3435 KC209, ext. 3110

MCCC clubs and organizations open opportunities to meet and collaborate with other students of similar interests. Getting involved in activities gives students educational experiences, leadership opportunities, and the chance to interact with other students and faculty/staff members in an informal setting.

More than 40 clubs offer students the opportunity to explore special interests. Many clubs are directly affiliated with fields of study and augment classroom experiences.

Student Life staff members assist with all aspects of planning and implementing programs.

Clubs and organizations operate in conjunction with the Student Life office and a club advisor. For information on joining a club or starting a new one on campus, stop by the Student Life & Leadership office in SC111 or KC209.

College Announcements

Fliers and notices are to be stapled or tacked to bulletin boards or tripods, and NOT taped to painted walls and windows within doors.

Permission to post fliers and/or notices must be obtained from the Office of Student Life and will have a date of removal typed at the bottom of the notice. Individuals and/or organizations are responsible for removal on the specified date.

College Catalog

This annual "online only" publication of Mercer County Community College provides a comprehensive overview of Mercer's degree and credit certificate offerings, including full course and academic program descriptions as well as general information about the college.

Students are to refer to the catalog edition corresponding with the academic year they entered MCCC, as curriculum requirement changes in subsequent years may not apply to students enrolled earlier. Current and archived college catalogs may be accessed at www.mccc.edu/catalog.

Computer Labs

(see "Internet Access at MCCC")

Counseling and Wellness Center

https://www.mccc.edu/student_services_counseling.shtml

Free, short-term personal counseling is available to assist students in achieving a balance between school, work, and home. Licensed counselors are available on West Windsor and James Kerney Campuses as well as virtually via a secure, confidential telehealth platform. If needed, referrals to community resources and long-term intensive therapeutic services are provided. Our mission is to support and empower students in setting and attaining their academic, career, and personal goals. The Counseling and Wellness Center offers drop-in and scheduled appointments, wellness programs, and support groups. Visit our website for details.

Course Syllabus

Every course has a syllabus that explains academic and behavioral guidelines for the course. Students should receive their course syllabus from their instructors within the first week of the term. Be sure to read the course syllabus thoroughly to determine course requirements, grading, attendance requirements, and behavioral expectations.

Credit by Examination/Experience

MCCC will grant credit for prior nontraditional learning experiences which meet college requirements, but you must be matriculated, and the learning experience must be applicable to your degree. You must demonstrate knowledge, talent, or skills acquired outside the classroom. This can be accomplished by examination or assessment of appropriate life experience, work experience, or formal learning through military, proprietary, or training programs. If you are a veteran, your military experience and training may be worth college credits. Check with the office of Military and Veterans Services by emailing vets@mccc.edu. If you would like to take proficiency exams to receive college credit for certain subjects, contact the Testing Center, https://www.mccc.edu/student_services_testing.shtml. Fees are charged in accordance with credits awarded. For information, contact the Registrar's Office at registrar@mccc.edu.

Disability Services

(see "Center for Inclusion, Transition and Accessibility")

Discrimination

The college's policy on nondiscrimination is found in the Statement of Students' Rights and Responsibilities. If you believe you have been discriminated against, you may file a student grievance (see "Grievance Procedure") or confer with the college's Equal Opportunity Officer.

Emergencies and Disturbances

College Safety Office

- Universal On-Site: ext. 3200
- West Windsor Campus: ext. 3503
- James Kerney Campus: ext. 3175
- 23-Hour Access Off-Campus: (609) 570-3200

If you see an emergency or disturbance developing on campus, report it immediately to College Safety. Red emergency phones or call boxes located in the corridors of the West Windsor and James Kerney Campuses, and in the West Windsor student parking lots, provide a direct line to the College Safety office. If you need an escort, call the College Safety office.

Remember... if you see something, say something.

Emergency Closings

www.mccc.edu

M-Alert is also used by MCCC to reach all students, faculty, and staff members with time-sensitive messages. (see “M-Alert”) Information regarding weather delays and closings is sent through email, phone and text.

The best sources of information about college closings are WWFM 89.1, Mercer County Cable Television channel 80/26/20 and the college website, www.mccc.edu. Closings or delayed openings will be announced on these sources first. As many institutions may be making similar decisions, we cannot assure that our announcement will be broadcast by other commercial radio stations. You may also try to call the campus. A voice recording will announce closings or delayed openings.

EOF (Educational Opportunity Fund)

SC230, ext. 3423

The New Jersey state-funded Educational Opportunity Fund (EOF) assists eligible low-income, academically under-prepared residents to attend college.

Students interested in learning more about the EOF program, or to determine eligibility to apply, should contact the EOF Student Services Coordinator at weatherc@mccc.edu or 609-570-3423.

Faculty

Mercer has full-time and part-time faculty with advanced degrees from many universities throughout the United States and foreign countries. Faculty members dedicate their time to teaching, academic advising, and various college services and community activities. Each faculty member keeps office hours. Get to know your faculty. They are here to teach and assist you at MCCC.

Financial Aid

West Windsor Campus

- OneStop Center: ext. 3210 or finaid@mccc.edu

James Kerney Campus

- KC218, ext. 3178 or finaid@mccc.edu

You will be considered for all available financial aid and scholarship programs at Mercer if you file the Free Application for Federal Student Aid (FAFSA). No other application is required. The best way to file is online at www.fafsa.gov. If you need help, the financial aid staff is ready to assist. Use federal school code 002641 for Mercer.

Fines

Fines are charged for textbook loan infractions, parking violations, and misuse of lockers. You pay library fines at the library circulation desk; and parking and locker fines at the Bursar's office. Transcripts are not released if outstanding fines exist. More information is available in the college's Statement of Student Rights and Responsibilities and appeal processes in the back of this handbook.

First Aid

Each campus location is equipped with first aid and defibrillators. Full-time College Safety personnel receive American Red Cross First Aid and CPR training. In case the need for emergency services arises, call College Safety at ext. 3503 or pick up the nearest red phone. At the James Kerney Cam- pus, call ext. 3175.

Fitness Center

PE131, ext. 3738 or fitness@mccc.edu

MCCC maintains a fitness center equipped with strength and cardiovascular exercise equipment. The Fitness Center is free of charge to students with a valid ID. For additional information including fitness center and pool hours, contact the Fitness Center.

Gallery, The

CM Building 2nd floor, ext. 3589 or gallery@mccc.edu

The Gallery features artwork of professional artists, prominent local artists, staff, and students.

Located on the second floor of the CM Building on the West Windsor Campus, all exhibits and receptions are free and open to the public. Since many volunteers staff the Gallery, hours of operation change each semester. Hours are posted outside the Gallery and announced on the phone answering message. Students are encouraged to volunteer as gallery guides.

James Kerney Campus Gallery

A second Gallery is located in Trenton Hall at the James Kerney Campus, located at 137 N. Broad Street. Please contact ext. 3186 for additional information including Gallery hours.

Grades

Grades can be accessed by students via the MyMercer Student Portal at the conclusion of each semester. Students may access their grades online, privately and securely, at any time. Grades earned are determined by instructors at the end of each semester or session and are recorded on the student's transcript which is maintained by the Student Records office.

Visit https://www.mccc.edu/academic_policies_grading.shtml for more information.

Repeating Courses

Students may repeat courses. The most recent grade earned is the student's official grade for the course. However, a grade that does not have grade point value will not replace a grade that does.

A student who wishes to take a course for the fourth (or more) time is required to meet with an academic advisor or an advisor who teaches the course in question. The fourth enrollment in an

Withdrawal from Courses

To receive a W grade for any course, a student must consult with the course instructor, academic advisor, or an appropriate division representative and then withdraw officially before two-thirds of the course has been completed. Withdrawal after this point results in a grade other than W (usually F) unless it is determined that the student was unable to continue due to extraordinary circumstances beyond the student's control. Withdrawal from courses will not result in any refund of tuition or fees.

Grade Appeals

Any student may appeal any course grade or related academic action or decision that affects the student's standing at the college. The procedure for appealing a course grade, academic action, or decision includes the following steps:

Initial Steps with Instructor

The student must make an appointment to meet with the instructor to discuss the action. The student must bring relevant material such as a course outline, original copies of papers, lab reports, themes, and examination grades.

If the student is unable to resolve the issue with the instructor, the student should make an appointment to discuss the matter with the department chairperson in the division from which the class was offered. The chairperson will attempt to resolve the matter.

If the student is unable to resolve the issue with the instructor and department chairperson, the student must write a formal appeal statement on a Grade Appeal Form describing the exact nature of the appeal. Grade Appeal Forms can be found in each Academic Division office.

These forms must be filled out and submitted to the division dean or chairperson of the academic department within 30 working days of the end of the semester or session in which the grade was assigned. In extraordinary cases, extensions may be granted by a division dean or chairperson of an academic department. Accompanying the Grade Appeal Form will be any relevant material to support the appeal.

If some relevant materials have not been returned to the student by the instructor, it is the student's responsibility to request that the instructor give the student a copy of the material. If the instructor is unwilling to give the student the material, the student should contact the division dean or department chairperson to obtain the material.

Division Dean's Review

If the grading instructor is still employed by the college, the division dean's/chair's authority is limited to reviewing the case and advising the instructor that a grade change may be in order. If the instructor is no longer employed, the division dean/chair may designate another full-time faculty member in the discipline to act on the appeal. If the division dean/chair acts personally on behalf of a previously employed instructor, any resulting grade change is subject to review by the Academic Integrity Committee and approval by the Vice President for Academic Affairs.

The division dean/chair or the dean's designee shall act on each appeal as quickly as possible, acknowledging receipt of the appeal to both the student and the instructor. Acknowledging the appeal should occur within 10 working days of its receipt, and a written decision should be provided to the student within 20 working days of the appeal's receipt. This written decision will be forwarded to the chairperson of the Academic Integrity Committee.

Academic Integrity Committee Review

If the student is not satisfied with the action of the division dean/chair and still wishes to pursue the matter, the student must make an appointment to discuss the action with the chairperson of the Academic Integrity Committee within 7 business days of receipt of notification. The Office of the Vice President of Student Affairs, the Student Records office, or any academic division office will provide information about contacting the Academic Integrity Committee chairperson.

After talking with the student, the instructor, and the division dean/chair or the dean's designee and receiving all relevant material from the case, the Academic Integrity Committee chairperson will consult with at least three members of the committee in a preliminary hearing to determine whether the case warrants a full hearing with the student and instructor present. The chairperson will notify the student and instructor, in writing, whether or not the committee will hold a full hearing.

Grade-Appeal Full Hearing

If a hearing is to take place, all parties involved will be notified at least 10 business days in advance. In this notification, the student and instructor are advised of the rules and procedures for the hearing. The 10-day notification period may be waived by the student if a faster hearing

is desired.

As soon as the student, instructor, the material witnesses, and at least three full-time faculty members who serve as the jury are present at the hearing site, the Academic Integrity Chairperson begins the proceedings and

- explains the chosen method to record the hearing,
- orally reviews the procedures for the hearing and subsequent appeals,
- introduces the student and instructor as well as members of the subcommittee/jury.

The student then presents the case including all relevant material in the appeal. All evidence must be related only to this appeal, or it will not be allowed. The instructor is then invited to respond to the student's case. The subcommittee/jury may ask questions of each of the parties involved and may request additional material at any time during the hearing.

Once both of the parties have had the opportunity to present their arguments and the subcommittee/ jury members are satisfied that they have heard and seen all of the available information, the student and instructor are excused and the sub-committee deliberates to make a decision. The subcommittee may decide to:

- recommend a change to the Vice President for Academic Affairs for final action,
- make no change.

Resolution

The subcommittee's/jury's decision will be put in writing by the Academic Integrity Committee chairperson and forwarded to the student, the instructor, and the Vice President for Academic Affairs. Final action in the case must be taken by the Vice President for Academic Affairs.

If not satisfied with the Academic Integrity Committee decision, the student may appeal the action, in a written request, within 7 business days of receipt of notification, directly to the Vice President for Academic Affairs.

Graduation

The commencement ceremony is every year in May. Students who graduate in January, May, or August can attend the May ceremony. Students are notified of their potential graduation status four weeks before the graduation date. Electronic and paper diplomas are available within 3 weeks following the end of the graduation term. For more information email graduation@mccc.edu.

Graduation Requirements

To graduate from your degree or certificate program, you must complete all required and elective courses listed in the college catalog. Generally, you must earn a C or higher in all courses critical to your major and your overall grade point average (GPA) must be at least 2.00.

There are academic programs which require C+ grades and a minimum GPA of 2.50. Program specific grade requirements are outlined in the college catalog. Also, you must complete all coursework in your major field within 10 years prior to graduation (five years for Aviation Flight Technology and some Allied Health programs).

Grievance Procedure

MCCC provides an opportunity for student grievances concerning programs, entitled services, rules, regulations, decisions of a staff member, facilities and any allegation of a discriminatory manner. Students are asked to first resolve concerns informally with the appropriate faculty/staff member who can assist/solve the grievance in a timely fashion.

If unable to resolve, students are asked to submit a detailed written report (dates/day/time/individual) and submit the documentation to the Office of Student Affairs studentgrievance@MCCC.edu. The Vice President of Student Affairs or designee will discuss the concern with the student and responsible campus staff to rectify, mediate, provide appropriate accommodations or to uphold a decision.

Decisions will be rendered within seven (7) business days, unless otherwise communicated. Adjustments to facility needs may require a longer timeframe to rectify.

In the process of rectifying the grievance, faculty/staff members in the Academic Divisions pertinent to the situation will not be included in the final decision process.

A record of the grievance will be maintained in the files in the Office of Student Affairs for future reference or ongoing data analysis. Academic programs will maintain records as applicable and in accordance with accreditation requirements.

Grade Appeals should be forwarded to the Academic Integrity Committee as detailed in the section above..

Allegations of Sexual/Gender Harassment should be forwarded to the Title IX Coordinator.

Honor Societies

Alpha Mu Gamma

The Kappa Iota chapter of Alpha Mu Gamma is the college's local chapter of the national collegiate foreign language honor society. In order to be eligible for membership, a student must earn a 4.0 average in two different levels of the same foreign language. For information, contact the faculty advisor, Dr. Steve Richman, LA163.

Phi Theta Kappa

Mercer's chapter of Phi Theta Kappa, the national academic honor society for students enrolled in community/junior colleges, extends a membership invitation to all MCCC students who have demonstrated academic excellence. Through a variety of activities, the Alpha Theta Gamma chapter seeks to promote scholarship and service, develop leadership, and cultivate fellowship among community/junior college students. For information, contact Gina Migliaccio,

AD234A ext.3548 or Dr. Jingrong Huang, MS157 ext. 3429.

Housing

SC114, ext. 3435

While the college does not offer on-site student housing, the office of Ombuds for Students and Campus Care maintains a limited list of available rooms and apartments for rent in the area. Students interested in rental, or community rooms and apartments in the area can call the office at 609-570-3161 for more information.

The college serves only as a listing agent; all arrangements must be made between the housing provider and the student/parent/guardian. MCCC does not sponsor or recognize any group living arrangements or accommodations and assumes no responsibility for financial obligations or property damages.

ID Cards (College Policy #602)

SC101, ext. 3989 or 3513

JKC College Safety, ext. 3175

A validated, current photo ID card is required for access to all college services and facilities. It is also required for admission to college events and for picking up financial aid checks and work-study paychecks.

Students must visibly display a valid MCCC ID at all times on campus. Students who violate the policy will be subject to a fine of \$10. If you use fraudulent identification, or permit someone else to use your ID, you are subject to disciplinary action.

New students should secure ID cards from the College Welcome Center during the first three weeks of classes or as otherwise stated. Keep this ID card; it can be used for an indefinite period of time, but each semester that you are registered it must be validated at the College Welcome Center on either campus.

To replace a lost ID card, you must pay the replacement fee of \$10 at the Bursar's office and take your receipt of payment to the College Welcome Center at WWC or JKC College Safety/Information desk.

Immunization Regulations

The New Jersey State Department of Health requires that all full-time students provide a valid record of immunization verifying two live doses of Mumps, Measles and Rubella (MMR), three doses of Hepatitis B, and two doses of meningococcal as a means of controlling the spread of communicable diseases. Students will be encouraged to satisfy this requirement during the early registration process. Failure to meet all immunization standards prior to the completion of the initial semester of enrollment will limit future registration to part-time status.

Information Technology Services

The Information Technology Services department maintains all information technology resources at both the West Windsor and James Kerney campuses. This includes more than 1500 computers for student use in a variety of classroom and open access computer labs, numerous software applications including Microsoft Office and specific curricular applications, printing resources in the labs and student MercerMail accounts. The open access labs are located in the West Windsor campus Library and the James Kerney campus Learning Center. Hours of operation for each lab can be found on the MCCC website. Printing resources are available at each open access lab and a print card is required to operate these printers. Print cards are dispensed in the Library and ES105 Building.

The Information Technology Services Help Desk provides support for access to the MyMercer Portal and MercerMail. For assistance, students can log into the self-service portal at mitts.mccc.edu or e-mail to mitts@mccc.edu. For in person support, students can visit our support office at the Enrollment Center during our normal business operational hours.

International Students

international@mccc.edu

International students can take advantage of all services available to students at the college. To ease your transition to living and studying in the U.S., the Office of International Student Services can assist with immigration, academic, personal and cultural adjustment concerns. The Office of International Student Services plans special workshops for international students and programs to promote international and cross-cultural understanding on campus.

Orientation for new students is held before the start of each semester. Information of interest to international students is available on our website at www.mccc.edu/admissions_international.

The International Students Organization provides social activities for students. In addition, the college provides courses in English as a Second Language.

Internet Access at MCCC

Mercer recognizes the importance of the Internet for learning and communication and makes it available for that primary purpose. Library staff at both campuses can assist with Internet-based research for class assignments. A growing number of courses incorporate Internet use as part of the classroom or laboratory sessions. Some courses focus on the Internet itself as a main topic of study. The Open Lab in the West Windsor and James Kerney campus libraries is available for accessing the Internet and completing coursework. Policies on acceptable use of the lab and the Internet are available online at http://www.mccc.edu/student_library_policies_computerlab.shtml and in the lab. Open Lab hours of operation are the same as Library hours. Printers are available in the open labs, with prints costing 10 cents per page.

James Kerney Campus

The James Kerney Campus (JKC), located at the corner of North Broad and Academy Streets, is MCCC's urban campus location, especially convenient if you reside or work in downtown Trenton. Many of the courses, programs, and services offered at the West Windsor Campus are also available at the James Kerney Campus.

You may take both day and evening credit courses as well as community education courses at the James Kerney Campus. You may also receive academic, personal, career, and financial counseling.

Adult programs offered at the campus include Adult Basic Education / General Educational Development, Workforce Readiness, Life Skills, Career Training Institute and the English Language Institute. Youth programs include Talent Search, Upward Bound, and VIP 21st Century.

For more information about the services, activities, or programs offered at the James Kerney Campus, contact the KC Office of Student Services (KC218 ext. 3180).

Jobs, Work Study

Employment on and off campus is available through the federally funded College Work Study program or through a limited number of college-sponsored jobs. Students interested in working on-campus should consult with the Office of Career Services to learn more.

For more information visit https://www.mccc.edu/student_services_workstudy.shtml.

Job Search Assistance

careers@mccc.edu

Career Services provides students with job-seeking tools, including job posting boards at both campus locations as well as a job posting website exclusively for MCCC students and alumni (www.collegecentral.com/mccc). Job fairs and employer recruiting visits are available at both campus locations as well. In addition, the James Kerney campus provides job placement assistance through Workforce New Jersey.

Kelsey Theatre

ext. 3566 or kelsey@mccc.edu

Located opposite the gym on the West Windsor Campus, the Kelsey Theatre is an intimate 385-seat venue used for performances, classes, tests, lectures, rehearsals, and meetings. It comes alive as the premiere family theatre in central New Jersey, featuring musicals, comedies, dramas, children's theatre, dance and music concerts and special events. MCCC students may purchase tickets in person for only \$9 (plus \$1 service charge) with a current, validated student ID. Students may purchase four tickets at this rate to any show. Contact the Box Office at (609) 570-3333 or order online at www.kelseytheatre.net. All students are welcome to become

involved with the theatre either as performers or in backstage production. Contact the Theatre office at ext. 3566 to find out about auditions and fun opportunities behind the scenes.

Leave of Absence from the College

Students having no outstanding obligations to the college may apply for leaves of absence for periods not to exceed two years. An application may be obtained from Student Records. It must be reviewed and approved by the dean of your academic division and then returned to Student Records for final approval. If you “drop out” or take an unapproved leave of absence, or if an approved leave of absence expires, you must apply for re-admission to the college.

Library

https://www.mccc.edu/student_library.shtml

West Windsor LB104, ext. 3561

Dempster Fire Training Center, ext. 3561

James Kerney Campus KC301, ext. 3179

The libraries of Mercer County Community College offer a wide array of services and resources to complement and support academic programs and student learning needs. In addition to the three campus locations, the library has a significant presence online through its website, which provides full information about services, resources, hours, staff and connections to electronic resources. Reference services are provided in-person, or by telephone, or e-mail. LibChat, the library’s online reference service that connects directly to reference librarians, is available during regular library service hours. The LibChat connection is located on the library's homepage. E-mail reference provides service through the evening and on weekends. Collection resources include more than 65,000 books, more than 300,000 electronic books, more than 100 print periodicals, and more than 30,000 periodicals available in electronic format accessible from more than 70 databases. LibChat and E-mail reference services meet the needs of online students and fully complement in-person services provided at each campus. A one- credit course, LIB103, is offered each semester to give students a comprehensive introduction to the use of library services and resources to meet academic needs. Resources not available in the collection are readily available through interlibrary loan services. Collection resources include more than 65,000 books, more than 300,000 electronic books, more than 100 periodicals, and more than 30,000 periodicals available in electronic format accessible from more than 65 databases.

To support academic success and for your convenience, the library maintains a reserved textbook collection for the more heavily enrolled courses. There are 70 computers, with a variety of software installed including Microsoft Office products, curriculum-specific software applications, and Internet access. All of these services are available during the hours the library is open at the West Windsor or James Kerney Campuses. Printers as well as photocopiers are

available at 10 cents per page. Wi-Fi access, a seating area for students to connect personal computers to the college's network, and three group study rooms further accommodate student needs. The library also has tablets for use in the libraries.

Library book return bins are located near the 30-minute parking lot just outside of the Welcome Center at the West Windsor Campus and in the lobby across from the JKC College Safety desk. PLEASE only use these return bins for library books. Books or items intended for any other departments may not reach them.

Student Remote Access to Electronic Databases

Currently enrolled students have access to electronic databases from off-campus by doing the following when prompted:

- Enter your Mercer portal user name (first name.last name). Do not type @students.mccc.edu.
- Then enter your six-digit birthdate in this format MMDDYY. For example, if your birthdate is September 27, 2014, use 092714.

If you have questions, email the library at: library@mccc.edu.

Lockers

Lockers are available throughout the Campus. Supplies and personal items may be stored in lockers during the school day only - not overnight, on weekends, or holidays. Lockers are checked and emptied periodically. Personal locks must be used, but not left in place overnight or on weekends. The college is not responsible for items stored in lockers.

Lost & Found

ext. 3503

Check the lost and found unit located at College Safety (ext. 3503) if you should lose any belongings. Unclaimed items are discarded at the end of each semester.

M-Alert, the Emergency Notification System

M-Alert enables MCCC administrative and College Safety personnel to reach all students, faculty, and staff members with time-sensitive announcements via text messaging, phone recording, and e-mail. During unforeseen events, critical situations or emergencies, the college may employ the system to broadcast vital information and provide details on appropriate response. M-Alert helps MCCC provide a safer environment, enhance emergency preparedness, and keep its students and staff better informed.

In order to ensure that M-Alert reaches you, the college must have your current, accurate contact information. IF YOU HAVE CHANGES, contact Student Records promptly.

Additional information regarding M-Alert can be found on the college's website at www.mccc.edu/m-alert.

MercerMail — Student E-mail

All enrolled credit students receive a Mercer e-mail account. Information regarding your student email account name can be viewed and accessed through the MyMercer icon located at the top of the Mercer County Community College web page www.mccc.edu.

MercerOnline

www.mccc.edu/merceronline

SC240, ext. 3389

MercerOnline at Mercer County Community College offers Internet-based distance learning as an alternative approach to “attending” college.

If you are highly motivated and enjoy working independently, virtual learning is the right choice for you. However, virtual learning may not be for you if you need structure, real-time human interaction, or easy results without hard work. These courses take time.

Military & Veterans Services

SC215, vets@mccc.edu

MCCC Military & Veterans Services (MVS) Office exists to ensure that every member of the MCCC Military & Veteran Student Community (those Service Members on Active Duty, in the National Guard, Reserves, Veterans, and their Dependents) enjoys a successful collegiate journey, while enrolled at MCCC.

This includes making sure that all Military & Veteran Students understand and are able to take full advantage of the broad range of available educational benefits and cultural activities, while being able to share their diverse experiences with the MCCC college community.

The MVS office is here to help you navigate the College landscape by providing information and assistance with enrolling, applying for and processing military and veteran education benefits, financial aid, counseling, career assistance, disability assistance, and housing assistance, just to name a few. MCCC maintains an MVS Lounge, exclusively for members of the MVS Student Community in SC 200, which has computer and printing capabilities.

Any schedule changes (i.e., adding/dropping courses) must be reported immediately to the MCCC MVS Office, as changes may create adverse financial repercussions.

If you are still serving or have ever served in any branch of the Military, please stop by to see us in the Enrollment Center.

Trenton Vet Center

Mercer County Community College has forged a partnership with the Trenton Vet Center

(located on the Ewing Twp. border) to expand the services the college offers to military veterans. Students can access services at the Vet Center through referrals. Services include counseling, outreach and referrals to community Veterans Services agencies.

Mobile App (MyMercer)

Wherever you go, take Mercer County Community College with you -- in the palm of your hand. The MyMercer Mobile app provides anytime, anywhere access to the important information and services you need, including schedules, class registration, student planning, grades, campus maps, college contacts, daily MCCC news and event listings as well as other useful features.

Easy steps to get and use it:

- Visit your mobile app store and search for MyMercer, MCCC, or Mercer County Community College.
- Download the MyMercer Mobile app to your smartphone or tablet. It's free!
- Sign in to the MyMercer Mobile app -- using the same User Name (firstname.lastname) and Password that you use for the MyMercer Student Portal -- for additional personalized features linked to your own MCCC student account.

Music Organizations

MCCC offers a variety of musical groups: the MCCC Community Band, chorus, jazz band and instrumental ensemble. You may participate in some or enroll in others and receive academic credit. Instrumental groups require previous playing experience. For more information, contact the Music Department, CM 147.

MyMercer Student Portal

www.mccc.edu/mymercer

Students can browse courses, register for classes, make payments, explore and monitor financial aid, access MercerMail, view and print class schedules, grades and transcripts, and take advantage of many additional online services and features once logged in to their individual account at the college's student portal, MyMercer.

Instructions to determine the username and password required for MyMercer log-in are available at www.mccc.edu/mymercer. Students are encouraged to bookmark this MyMercer entry page to stay connected and informed.

Newspaper (*The College VOICE*)

The College VOICE, MCCC's student newspaper, is published throughout the academic year under the primary direction of students enrolled at MCCC. All students are welcome. Contact the Office of Student Life & Leadership (SC114) for more information.

Orientation

MCCC offers orientation for new students to acquaint you with services, policies, responsibilities, and rewards of attending MCCC. If you miss the scheduled orientation session stop by the Office of Student Life & Leadership, SC114 or KC209, to pick up the important information packet prepared for all new students. Special orientations for international students, distance- learning students, E.O.F., and Veteran students assist with the first-year experience.

Parking Locations and Procedures

Student parking at the West Windsor Campus is available in the East and West parking lots I and II. Unless given advance authorization and permit by the College Safety office, use of all other parking areas is prohibited. Parking along curbs, fire zones, and loading/unloading areas is prohibited. Limited free parking is provided for students at the James Kerney Campus. Several parking garages are available in the immediate area.

Campus parking violation tickets carry fines which must be paid within 10 days at the Bursar's office. Ticket appeals must be made within five days to the office of the Director of College Safety, located in the Student Center, SC101.

Failure to pay parking fines may result in the towing of your car. The third infraction will result in the vehicle being towed at the owner's expense. Both will require the student's appearance before the Student Conduct and Discipline Committee.

Disabled or severely injured students can make arrangements for special parking privileges through the College Safety office. A doctor's note is required.

The college is not responsible for damage to or thefts involving vehicles on campus.

Pets

No pets, with the exception of service dogs, are permitted on campus grounds or in campus buildings. If pets are required for a classroom assignment or a planned part of an authorized campus activity, the owner must have secured previous approval from the classroom instructor or the Director of Student Life.

Photocopy Machines

Photocopy machines for student use are located at both the West Windsor and James Kerney Campus libraries. Copies are 10 cents per page.

Recreation

PE120, ext. 3741

Recreation facilities at the West Windsor Campus offer many opportunities — swimming, tennis, Fitness Center, and open gym hours. However, community residents must purchase a recreational permit to use the swimming pool. Enrolled students will be asked to present their current, validated MCCC ID. Use of equipment in the Fitness Center is available to full-time and

part-time students and requires proof of competency. Operational hours for all recreational facilities (with the exception of the tennis courts) are posted near the entrance to the facility; or check www.mccc.edu/community-recreation.shtml.

Refund Policy

Visit https://www.mccc.edu/admissions_tuition.shtml#6 for details.

Full refunds are available for dropped classes according to the length of the term.

- 14-week terms: Full refunds are available for classes dropped within the first seven days of the term (NOT the class start date).
- Terms shorter than 14 weeks: Full refunds are available for classes dropped within the first two days of the term (NOT the class start date).

A course dropped any time after refund eligibility for that course ends will be processed as a withdrawal (see “Withdrawal from Courses”).

Please be aware that dropped classes or withdrawals can cause adjustments to any financial aid awards, resulting in a balance being due to the college for tuition.

Registration

Students can register in person at the Enrollment Center at West Windsor Campus or James Kerney Campus. Students can also register online via their student portal. For details visit https://www.mccc.edu/admissions_registration.shtml.

Residency

Tuition rates vary according to residence status. The college is responsible for verifying student claims of residency. If you report a false address, you are subject to disciplinary action. Consult the Student Records Office for further information.

Schedule Changes

Schedule changes may be made during open registration and add drop period. See details regarding the add drop deadline at https://www.mccc.edu/news_calendar_academic.shtml.

Scholarships

In addition to federal and state financial aid, students should consider applying for scholarships offered through the MCCC Foundation.

The MCCC Foundation, civic groups, professional societies, local corporations, and generous individuals support an array of student scholarships awarded for both the fall and spring semesters. Recipients are recognized at annual ceremonies for continuing students in October and graduating students in May.

More information on scholarships is available at www.mccc.edu/scholarships. Students can research the scholarships for which they may be eligible and create a profile in the college’s

“M-Scholarships” system (STARS Online). Applications for continuing students are accepted from February 1 to September 15; applications for graduating students are accepted from February 1 to April 1. Students in need of emergency assistance may make a request through the office of the Vice President for Student Affairs in SC 214.

Note: Many donors require that students complete the FAFSA application before they can be considered for a scholarship award, regardless of their financial standing.

College Safety

SC101, ext. 3503;

KC152, ext. 3175

Committed to providing a safe campus environment, the College Safety Department is also responsible for protecting college property and the enforcement of all college regulations, including parking and traffic control.

The College Safety office at the West Windsor Campus is open 24 hours a day, seven days a week. The James Kerney Campus College Safety office provides the same services and is open during the normal operating hours of that facility.

Red telephones located at either end of hallways and vestibules throughout the campuses provide direct communication with the College Safety office and should be used for emergency reasons only. All college property and premises are subject to camera surveillance.

Campus crime statistics are available upon request.

Sexual and Gender Harassment

Mercer County Community College does not condone sexual harassment. Sexual and gender harassment of students or college employees does not support the ideals of higher education or the mission and goals established by the college. Such offensive and abusive behavior has no place in this academic setting and will not be condoned. See policy in “Students’ Rights and Responsibilities.”

Shuttle Service

Mercer County Community College provides free shuttle service daily during fall and spring semesters between the James Kerney and West Windsor Campuses for currently enrolled students, faculty, and staff. A shuttle between the college and the Quaker Bridge Mall is also available. Check the college website for shuttle schedules. The shuttle is handicap accessible. All passengers are required to show a current, validated MCCC I.D. to utilize the shuttle service.

For the safety and comfort of passengers, all persons using the shuttle service must adhere to the following rules:

- All occupants must remain seated while the vehicle is in motion.

- Actions that disturb the normal operations of the shuttle service and/or interfere with the rights of other riders are prohibited.
- No smoking.
- No eating or drinking.
- No visitors, children, or infants.
- No pets (this does not exclude service animals assisting persons with disabilities).
- No excessive noise.
- Earphones are required for use of personal music and/or video devices.
- No unauthorized stops.

The maximum number of passengers shall not exceed seating capacity. Seating will occur on a first come, first served basis; this includes necessary equipment and service animals accompanying persons with disabilities. All shuttle schedules are approximate times and are subject to change or revision. Visit www.mccc.edu/welcome_security for schedule.

The shuttle driver has full authority to address problems that may occur while persons are boarding, on board, or exiting the shuttle. This includes the right to refuse travel to any person who does not comply with the shuttle rules or who is deemed a risk to safety.

Recommendations, complaints, and general comments are welcomed and should be addressed to the Office of the Vice President of Student Affairs, SC.

Smoking Policy

Mercer County Community College is a smoke-free institution.

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 matter that can be smoked, or the inhaling of smoke or vapor from an electronic smoking device. Thus the following restrictions are put into effect:

- Smoking on campus grounds is prohibited
- Smoking is prohibited at all times in college- owned or leased vehicles
- This policy applies to all individuals and groups using college space and facilities

Discipline/Fines

Any employee or student who willfully violates this policy will be subject to discipline according to established procedures. The discipline will include a fine in the amount of \$25 for the first offense, \$50 for the second offense, and \$100 for each subsequent offense. Visitors who refuse to comply with this policy may be escorted off the premises by College Safety staff.

Student Government Association

SC117, ext. 3428

The Student Government Association (SGA) is the governing body of all students enrolled at the college. Through SGA, students have a voice on campus. SGA meets twice a month on Thursdays at noon. Refer to the Student Activities monthly calendar for date and location information. Meetings are open to everyone.

Suicide Prevention

https://www.mccc.edu/student_services_counseling.shtml

Counseling and mental health services are provided free of charge.

Technology Usage

The College expects all members of the community to use computing and information technology resources in a responsible manner, demonstrating respect for intellectual property, ownership of information, system security mechanisms and individuals' right to privacy and freedom from intimidation and harassment.

Preserving the access to information resources is a community effort that requires each individual to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources for which you have authorization. User accounts and passwords should not be shared.
- Use computing and information resources only for their intended purposes.
- Protect the access and integrity of computing and technology resources.
- Abide by applicable laws (federal, state, and local) and college policies such as those for e-mail, cellular telephones and employee laptop computers, and respect the copyright and intellectual property rights of others.
- Respect the privacy and personal rights of others.

Testing Centers

LB209, ext. 3295 or wwtesting@mccc.edu

KC311, ext. 3151 or jkctesting@mccc.edu

For information about testing, please visit www.mccc.edu/testing or email testing@mccc.edu.

Tickets

Tickets for events sponsored by clubs and organizations are available in the Student Life Office,

SC111, at the West Windsor Campus or at the Office of Student Services, KC218, at the Trenton Campus.

Tickets for cultural events at Kelsey Theatre are available at the theatre's box office, (609) 570-3333. Tickets for events held at the Trenton Campus are available in KC218. Valid MCCC IDs are required for purchase.

Title IX

The college seeks to maintain a safe environment for all that is free of discrimination on the basis of gender or sex. Unwelcome sexual advances, gender bias or sexual violence is prohibited. For more information on Title IX or to file a complaint, visit the MCCC website for the proper forms. <http://www.mccc.edu/pdf/Title-IX-Complaint-Form.pdf>

Transcripts

A transcript is a copy of your academic record at MCCC. An official copy is sent upon your request at the cost of \$5 per transcript. Official transcripts are processed through Parchment. All requests must be submitted through the Parchment Storefront which can be found on the college website http://www.mccc.edu/student_transcripts.shtml. No refunds are issued once the transcript order has been submitted. At any time, current students may obtain an unofficial transcript through the MyMercer student portal.

Transfer Services

transfer@mccc.edu

Transfer planning is an essential part of student success and students are encouraged to begin the planning process as early as their first semester at MCCC, if not sooner. Students visit the Transfer Office for a variety of reasons such as assistance in selecting a four-year institution, choosing courses that will transfer and guidance on how to use www.njtransfer.org. Students can also meet with a transfer counselor to learn about special programs available to degree holders, such as the dual-admissions programs which guarantee admission to selected four-year institutions.

Be alert to the emails you will receive about the many transfer workshops that we offer. In addition, Mercer has a comprehensive transfer website which includes transfer agreements and deadline dates for admission to four-year colleges as well as all kinds of information you will need to plan your transfer. The website can be found at www.mccc.edu/student_services_transfer_out.shtml. MCCC students sometimes also choose to continue their studies for a bachelor's degree through MCCC's University Center. More information about this can be found on the link to University Center on the transfer website.

Transfer of Credits into Mercer

Student Records Office

Many students use transfer credits earned at other accredited colleges to complete some of their program requirements for a Mercer degree or certificate. In most programs, transfer credits and/or credits awarded by other nontraditional means may be applied, except that a minimum of 15 credits, including those for at least two sophomore-level courses in the major, must be earned at Mercer. Only courses in which a grade of C or better was earned are eligible for transfer credits.

To have credits from another college reviewed for transfer, the student must request that college to send an official transcript of coursework to Mercer's Student Records office.

Foreign transcripts will require, at the student's expense, translation and evaluation by a NACES approved outside agency. Electronic transcripts can be sent to MCCC via the following services: Parchment, National Clearinghouse, Joint Services, and NJ Transfer. Alternatively, official electronic transcripts can also be sent directly from the institution to the following address: transcripts@mccc.edu. All mailed copies must be addressed to: MCCC Student Records, 1200 Old Trenton Road, West Windsor NJ 08550.

Approved transfer credits are entered on the student's transcript only after the student has been accepted in their chosen degree program and is enrolled in classes at Mercer. Information about Mercer's transfer credit policy and procedures is available from the Admissions office.

Mercer reserves the right to deny inappropriate credit requests. (see also "Credit by Examination/ Experience")

Tutoring Services/Learning Centers

Tutoring Services tutoring@mccc.edu; www.mccc.edu/tutoring

- West Windsor Learning Center LB214, x3455, wwtutoring@mccc.edu
- JKC BAR Learning Center KC311, x3151, jkctutoring@mccc.edu
- Science Learning Centers MS211 & KC311, sciencelearningcenters@mccc.edu
- Writing Center LA227, writingcenter@mccc.edu
- Nursing Learning Center MS338

For information about Tutoring and the Learning Centers, please visit www.mccc.edu/tutoring or email tutoring@mccc.edu.

University Center at Mercer

On-site Advanced Degree Programs

Extending beyond opportunities for associate degrees, Mercer County Community College maintains agreements with other New Jersey institutions of higher education (Fairleigh Dickinson University, Rutgers University, William Paterson University) to allow students to earn bachelor's and even master's degrees at MCCC's West Windsor campus. For more detailed

information on the various degree programs available,

Visit www.mccc.edu/student_services_transfer_on-site.shtml

Violence Against Women Act (VAWA)

The federal Violence Against Women Act (VAWA) prohibits sexual and relationship violence. Students may seek help and protection services from counselors and community organizations. Assault, dating violence, stalking or harassment will not be condoned at the college. Other help is available at AWARE: Partners in the Prevention of Violence (609) 394-7000, and the New Jersey Coalition of Battered Women (NJBW) 1-800- 572- SAFE (7233).

Viking 89 Student Radio Station

SC110

The all-student radio station, Viking 89, is broadcast on the West Windsor Campus at 107.7 FM. The student staff provides musical entertainment and important announcements during the traditional fall and spring academic semesters.

Visitors to Campus

The College hosts many organizations and community activities throughout the year. Visitors who do not have an appointment with a specific campus official shall first report to the College Safety office where a visitor pass will be issued. This visitor pass must be displayed at all times while on campus.

Visitors/guests will not be permitted to enter classrooms where instruction is being provided without prior approval by the classroom instructor.

Website

www.mccc.edu

The college website, www.mccc.edu, provides comprehensive and timely information on Mercer County Community College, of value to students and the greater community. The site additionally serves as an all-encompassing source to familiarize yourself with and access available college resources and services. Self-service to register for classes, make payments, view grades, and request academic transcripts are among the many online capabilities accessible 24/7.

Welcome Center

The Welcome Center helps students find the information needed for success while at Mercer County Community College. Our College Safety Staff and operators are happy to answer your inquiries regarding the campuses, events, services, activities or other questions you may have.

Withdrawal from Courses

successcoach@mccc.edu

After the end of Add/ Drop period, if you decide to stop attending a course, you should formally withdraw from the course by submitting the appropriate withdrawal form. To initiate the withdrawal procedure, contact the Center for Retention and Completion (CRC) by emailing successcoach@mccc.edu. Tuition and fees will not be refunded. Withdrawal from a course does not necessarily release the student from any academic integrity violation consequences.

WWFM The Classical Network/JazzOn2/Viking 89 Radio

Mercer County Community College owns and operates WWFM public radio with three distinct broadcast services. The Classical Network is an award winning, professionally staffed classical music network broadcasting on nine frequencies that serves portions of New Jersey, Pennsylvania, Delaware, Maryland and Colorado. The Classical Network offers student internships and work study opportunities. JazzOn2 operates on the network's HD2 channel offering straight-ahead jazz programs. Local volunteer hosting and producing opportunities are available for students who know and appreciate jazz. Viking 89 Radio is operated by MCCC broadcasting students and members of the MCCC radio club. It broadcasts regionally on WWFM's HD3 channel, 89.1-HD3. All three services simulcast programming via Internet streaming. WWFM has been broadcasting since 1982. More information is available at www.wwfm.org.

Statement of Students' Rights and Responsibilities

Purpose

At MCCC, we expect students to behave appropriately for college life. While the college community is committed to acknowledging and respecting the rights of each student, students have responsibilities that they must own to function well as students.

Access to Higher Education

While the College maintains an open admissions policy, making educational programs accessible to all who can benefit, and invests in special efforts to enroll students who otherwise might not aspire to higher education, the College ensures students equal access to all college programs, facilities, and events regardless of their race, color, religion, or disability that is unrelated to job or program requirements, national origin, age, gender, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, political views, or any other characteristic protected by law. All acts denying students equal access to College programs are strictly prohibited and will not be condoned.

Rights and Responsibilities in the Classroom

Protection of Academic Freedom

Academic freedom is essential to the free search for knowledge and truth. The statement defines the freedom of the faculty member to openly discuss all relevant subject content in the classroom, the student's right to learn and their freedom in the classroom to discuss relevant subjects. Guided by the essential principles of academic freedom, the professor in the classroom and in conference encourages free discussion, inquiry, and expression.

Protection of Freedom of Expression

Students are free to disagree with data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the defined content of any course of study for which they are registered as specified in the course syllabus or outline.

Other Classroom Rights and Responsibilities

In a learning community, students have a right to:

- Learn in a safe environment that is conducive to the free flow of knowledge;
- High-quality teaching from knowledgeable and well-qualified instructors;
- Civil, respectful and fair treatment in the classroom and throughout the College; and
- The right to be free from sexual and gender harassment as expressed in policy #930.

Students must:

- Comply with course requirements specified by the professor in the syllabus or outline;
- Arrive at class on time and prepared to learn;

- Completely turn off cell phones in class, the Academic Testing Center, the library or other study areas;
- Comply with the Academic Integrity Policy;
- Respect others including professors, college staff, and fellow students;
- Seek assistance from their professors, student advocates, tutors or others when experiencing difficulty with the learning experience.
- Visibly display their current, validated MCCC ID at all times for access to all college services and facilities;
- Be appropriately dressed for an academic learning environment and in compliance with safety concerns in labs, the greenhouse and other special hands-on learning areas;
- Refrain from disruptive behavior.

Academic Integrity and Performance

Academic integrity refers to the “integral” quality of the search for knowledge which a student undertakes. The work a student produces, therefore, ought to be wholly his or hers; it should result completely from the student’s own efforts.

An academic institution is committed to guiding each student in his or her search for knowledge. That search must be the student’s own and no one else’s.

Students are required to perform all work specified by the faculty. They are responsible for the content and integrity of all academic work submitted such as papers, reports, and examinations. When that work has been influenced in any way by the work of others, such influences must be documented or credited according to accepted practices.

Students are responsible for maintaining established standards of academic performance with some uniformity for each course section in which they are registered. However, through the orderly procedures of the college, students will have protection against prejudiced or capricious evaluation.

Violations of Academic Integrity

A student will be guilty of violating academic integrity if he/she (a) knowingly represents work of others as his/her own, (b) uses or obtains unauthorized assistance in the execution of any academic work, or (c) gives fraudulent assistance to another student.

The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

- uses or obtains unauthorized assistance in any academic work;
- copies from another student’s exam;
- uses notes, books, electronic devices or other aids of any kind during an exam when

prohibited;

- steals an exam or possessing a stolen copy of an exam;
- gives fraudulent assistance to another student;
- completes a graded academic activity or taking an exam for someone else;
- gives answers to or shares answers with another student before, during or after an exam or other graded academic activity;
- shares answers during an exam by using a system of signals;
- knowingly represents the work of others as his/her own or represents previously completed academic work as current;
- submits a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source;
- uses another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately;
- presents another individual's work as one's own;
- submits the same paper or academic assignment to another class without the permission of the instructor;
- inappropriately or unethically uses technological means to gain academic advantage;
- inappropriately or unethically acquires material via the Internet or by any other means;
- using any electronic or hidden devices for communication during an exam;
- fabricates data in support of an academic assignment;
- falsifies bibliographic entries; or, submits any academic assignment which contains falsified or fabricated data or results.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

[Consequences for Violations of Academic Integrity](#)

For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the Chairperson of the Academic Integrity Committee of the violation and the penalty imposed. When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee (AIC) may impose disciplinary penalties beyond those imposed by the course instructor. The student shall have the right to a hearing before the AIC or a designated AIC Subcommittee. Withdrawal from a course does not

necessarily release the student from any academic integrity violation consequences.

Appeals

The student has a right to appeal against the decision of the instructor or the Academic Integrity Committee (AIC).

Judicial Procedures Governing Violations of Academic Integrity

Any student charged with a violation of academic integrity will be notified of the violation in the manner described below. Any action after notification must be initiated by the student charged with the violation and will move forward in accordance with these procedures.

Discovery

Upon discovery of a probable violation of Academic Integrity by a student, the instructor shall, within 7 business days, contact the student, make known the accusations, confiscate or gather evidence of the act, if any, inform the student of the academic penalties which will be imposed as a result of the violation, and report the violation to the Academic Integrity Committee. The instructor must make a reasonable attempt to notify the student of the AIC report and the penalty to be applied. If unable to contact the student, the instructor should document all attempts to do so.

Upon discovery of a probable violation of Academic Integrity while a student is under the supervision of someone other than his/her assigned instructor, the supervising witness shall make known to the student the observed violation and inform the student that the violation will be reported to the assigned instructor who will proceed in the manner aforementioned in the previous paragraph.

Upon discovery of a probable violation of Academic Integrity involving the fraudulent assistance by a person not enrolled in a class for which assistance is given, the faculty, staff, or student observing such violation will immediately report such incident to the chairperson of the Academic Integrity Committee.

Academic Integrity Committee Action and Student Appeals

First-time alleged violations of Academic Integrity adjudged to be particularly serious by the chairperson of the Academic Integrity Committee shall be referred to an Academic Integrity Subcommittee for review and/or determination.

When two (or more) violations of Academic Integrity are reported on a student, the student may be required to appear before an Academic Integrity Subcommittee. The student will be contacted by the chairperson of the committee within thirty (30) calendar days of the last reported incident to arrange the hearing.

A student charged with a violation of Academic Integrity will have a period not to exceed thirty (30) calendar days from the date of the incident in which to inform the chairperson of the Academic Integrity Committee, in writing, of his/her intention to appeal the imposed action. The Student Records office or any academic division office will provide information about contacting the Academic Integrity Committee chairperson.

Hearing Procedures

After talking with the student and the instructor, and reviewing all relevant material from the case, the Academic Integrity Committee chairperson will consult with members of the committee in a preliminary hearing to determine whether the case warrants a full hearing with the student and instructor present. The chairperson will notify the student and instructor, in writing, whether or not the committee will hold a full hearing.

If a hearing is to take place, all parties involved will be notified at least 10 business days in advance. In this notification, the student and instructor are advised of the rules and procedures for the hearing.

The student appearing at a hearing will have the right to be assisted by MCCC college advisors of his/her choice.

The burden of proof shall rest upon the individual or individuals bringing charges against the accused student.

At the hearing, the student will be given an opportunity to testify and to present competent evidence and witnesses on his/her behalf. The student and/or his/her advisors will be allowed to hear and question their accuser(s) and adverse witnesses. In no case will statements be considered against the accused at the hearing unless he/she has been advised of their content and of the names of those who made them. The accused shall have the opportunity to examine the evidence and to rebut unfavorable inferences which might otherwise be drawn.

The Academic Integrity Subcommittee's decision in each case will be based solely on the evidence introduced at the hearing. The subcommittee's decision will be put in writing by the Academic Integrity Committee chairperson and forwarded to the student, the instructor, and the Vice President for Academic Affairs.

A student who fails to appear for a required scheduled hearing before the Academic Integrity Subcommittee is considered on disciplinary suspension until such time as he/she appears before the subcommittee.

Hearing Decisions and Outcomes

A student found guilty, after due process, of violating the college Academic Integrity policy shall retain the penalty originally determined by the instructor. The Academic Integrity Committee shall have responsibility for determining all penalties for cases of fraudulent assistance by a person not enrolled in the class for which assistance is given.

When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee (AIC) may impose disciplinary penalties beyond those imposed by the course instructors. The student shall have the right to a hearing before the AIC or a designated AIC subcommittee.

Records of hearings and of all cases will be kept by the chairperson of the Academic Integrity Committee.

If not satisfied with the Academic Integrity Committee decision, the student may appeal the action, in a written request, within 7 business days of receipt of notification, directly to the Vice President for Academic Affairs.

The vice president examines only the material presented in the hearing, including the Academic Integrity Committee decision, and makes a final judgment. If new information surfaces after the Academic Integrity Committee hears the case and before the vice president renders a final judgment, the Vice President for Academic Affairs may not consider the new information but may request that the case be re-heard by the Academic Integrity Committee with the new information included.

Decisions of the vice president may be appealed in a written request, within 7 calendar days of receipt of notification, directly to the president, whose decision is final.

Student Rights Under FERPA

Protection Against Improper Disclosure

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors, and counselors shall be considered confidential. Protection against improper disclosure is a serious professional obligation.

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

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a Student Request to Inspect and Review Education Records form that identifies the record(s) they wish to inspect. The College Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should submit a Request to Amend or Remove Education Records form to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her 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.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative,

supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 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 20202-5920

(202) 260-3887

www.ed.gov/policy/gen/guide/fpc/index.html

Directory Information Public Notice

The College has designated the following student information as public or Directory Information. Such information may be disclosed by the College for any purpose.

- Name
- Dates/Semesters of attendance
- Major field of study
- Degrees and awards received
- Previous institution(s) attended
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received by the Student Records office prior to three weeks after the first day of classes for the semester in which the withholding of Directory Information is to take effect.

Mercer County Community College forwards education records to other institutions that have requested the records, and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment.

The College assumes that failure on the part of any student to request specifically the withholding of categories of Directory Information indicates approval for disclosure.

Title IX - Procedure for Complaint Resolution for Discrimination, Sexual and Gender Harassment, Sexual Misconduct and Sexual Violence

Purpose

To provide a process for addressing complaints alleging all forms of sex discrimination, including sexual harassment, sexual assault and sexual violence against employees, students, and third parties.

Policy

Mercer County Community College does not discriminate on the basis of race, creed, color, national origin, ancestry, age, gender, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, nationality, political views, religion, disability unrelated to job or program requirements or any other characteristic protected by law.

Procedures

Filing a Complaint or Report with the Title IX Coordinator

Individuals are encouraged to report any alleged violation of this policy directly to the Title IX Coordinator. In order to do so, individuals may use the Title IX complaint form found at the following URL: http://www.mccc.edu/communication_form.shtml or schedule an appointment with the Title IX Coordinator:

- Marvin Carter
- Title IX Coordinator Director of Diversity, Equity and Inclusion
- 1200 Old Trenton Road –West Windsor, NJ 08550
- Voice Phone: (609) 570-3407
- Email: mcarter@mccc.edu

Anyone who believes they were retaliated against for filing a complaint under this policy, or for providing witness statements or participating in any other role regarding a Title IX matter may report it to the Title IX Coordinator.

Anonymous Reporting

If a complainant self-identifies but asks to remain anonymous during the investigation, the Title IX Coordinator will consider how to proceed, taking into account the complainant's articulated concerns; the best interests of the College community; fair treatment of all individuals involved, including the respondent's right to have specific notice of the allegations if the College were to take action that affects the respondent; and the College's obligations under Title IX.

Anonymous complaints may be filed online via the following URL link:

http://www.mccc.edu/communication_form.shtml).

Timeliness of Report

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the College's ability to respond promptly and effectively. Complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If the respondent is no longer a student or employee at the time of the complaint or report, the College may not be able to take disciplinary action against the respondent, but it will still seek to meet its Title IX obligations by providing support for the complainant and taking steps to end the prohibited behavior, prevent its recurrence, and address its effects.

Impartiality of Decision Makers

The College is committed to handling all complaints as a neutral party and as such it must ensure that there be no perceived or actual conflicts of interest between the parties and the decision makers assigned to the case. If either party, feels that the decision maker assigned to their case will not be impartial or has a conflict of interest, they may file an objection of the assignment to the Title IX Coordinator immediately upon discovery of facts leading to this conclusion.

Interim Measures

Upon receipt of a complaint or report of a violation of this policy, the College will provide reasonable and appropriate interim measures designed to preserve the complainant's educational experience, the safety of all parties and the broader College community, maintain the integrity of the investigative and/or resolution process, and deter retaliation. In order to comply with its obligations under Title IX, the College may be required to provide interim measures regardless of whether the complainant requests them or seeks formal disciplinary action. The College shall promptly inform complainants of the available interim measures.

Interim measures may include:

- Access to counseling services and assistance in arranging an initial appointment;
- Rescheduling of exams and assignments;
- Change in class schedule, including the ability to transfer course sections or withdraw from a course;
- Change in work schedule or job assignment;
- Change in campus housing;
- Providing medical services;
- Imposition of an on-campus "no contact order," an administrative remedy designed to curtail;
- Contact and communications between two or more individuals; and/or

- Any other remedy that can be used to achieve the goals of this policy.

Any interim measures will not disproportionately impact the complainant. Requests for interim measures may be made by or on behalf of the complainant to any College official, including the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of interim measures and coordinating the College's response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by an interim measure. The College will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a college-imposed measure.

Informal Process

The parties may seek an informal resolution with the assistance of a neutral party assigned by the Title IX Coordinator. The neutral party will be selected from a pool of trained individuals that may be selected to sit on disciplinary hearing panels utilized under procedures for formal complaints.

As soon as practical the Title IX Coordinator will designate a neutral party to explore the potential for informal resolution between the parties. If a resolution cannot be reached, the neutral party will send the case back to the Title IX Coordinator for formal processing.

If the informal resolution is successful, the neutral party will communicate the outcome to the Title IX Coordinator. The Title IX Coordinator will document the incident and resolution of the matter.

In order to handle complaints informally, both the complainant and the respondent must agree to this process.

It is important to note that the complainant is not required to resolve or attempt to resolve their complaint(s) directly or informally with respondent/accused parties.

The informal/mediation process will not be available to the parties in complaints involving sexual assault.

Investigations and Disciplinary Procedures in General for This Policy

The College is committed to providing a prompt and impartial investigation of all alleged violations of this policy. During the disciplinary process, both parties (complainant and respondent) have equivalent rights, including the opportunity to present evidence, to identify individuals who may possess relevant information and request that such individuals be interviewed, to be accompanied by an adviser of their choice, and to appeal. The College will inform all parties at regular intervals regarding the status of the complaint. The periodic updates may vary depending on the seriousness of the allegations. For example, the most serious allegations may require daily updates while less serious ones may require longer intervals. The College will concurrently provide both parties with written notification of the

outcome of the process and any appeal.

Responsibility to Investigate

In order to protect the safety of the campus community, the Title IX Coordinator may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. The Title IX Coordinator may need to proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the best interests of the College community, fair treatment of all individuals involved, and the College's obligations under Title IX. This policy differs from New Jersey criminal law.

Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

Initial Assessment of Complaints

The investigative process is initiated when the Title IX Coordinator receives a complaint or report of a violation of this policy. The Title IX Coordinator will conduct an initial assessment. Following the initial assessment, the Title IX Coordinator may take any of the following actions:

- If the Title IX Coordinator determines that the complaint, even if substantiated, would not rise to the level of a policy violation, or, after consultation with the complainant about the complainant's preferences regarding participation, the Title IX Coordinator determines that there will be insufficient information to investigate the matter, the Title IX Coordinator may dismiss the complaint.
- If the Title IX Coordinator determines that the complaint is outside the scope of this policy, the Title IX Coordinator may refer the complaint to another office for review.
- If the Title IX Coordinator determines that the complaint or report would, if substantiated, constitute a violation of this policy, the Title IX Coordinator will determine appropriate interim measures and initiate an investigation.

Timing of Investigations and Any Related Disciplinary Proceedings

The Title IX Coordinator will seek to complete the investigation and any resulting disciplinary process and provide notice of the outcome within 60 calendar days after receipt of the complaint or report. The College will seek to complete any appeal within 20 calendar days after receipt of the appeal.

There may be circumstances that require the extension of timeframes for good cause, including extension beyond 60 calendar days. Timeframes may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, or accommodate delays by the parties; or for other legitimate reasons, including the complexity of the investigation and the severity and extent of

the alleged misconduct. The College will notify the parties in writing of any extension of the timeframes for good cause, and the reason for the extension.

Although cooperation with law enforcement may require the College to temporarily suspend the fact-finding aspect of a Title IX investigation, the College will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence-gathering process. The College will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the complainant.

Investigations will proceed according to the aforementioned timeframes during the summer and at other times when the college is not in session. The Title IX Coordinator will work with the parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both complainant and respondent.

Cooperation with Investigation and Disciplinary Procedures

Mercer County Community College expects all members of the College community to cooperate fully with the investigation and disciplinary procedures. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests from College officials for information and delaying or failing to make oneself available for meetings with College officials.

It is understood that there may be circumstances in which a complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the College may be obligated to conduct an investigation.

If a respondent chooses not to answer any or all questions in an investigation for any reason, the College process will continue, findings will be reached with respect to the alleged conduct, and the College will issue any penalties, as appropriate. The College will not, however, draw any adverse inference from a respondent's silence.

Sexual History

The sexual history of the complainant and/or the respondent will generally not be used in determining whether a violation of this policy has occurred. However, in certain circumstances, the sexual history between parties may have limited relevance. For example, if consent is at issue, the sexual history between the parties may be relevant to determining whether consent was sought and given during the incident in question, although it must be remembered that even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent

occasion. In addition, under very limited circumstances, sexual history may be relevant to explain injury, to provide proof of a pattern, or for another specific question raised by an allegation.

Consolidation of Investigation

The Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

Violations of College Policy Unrelated to Sexual Misconduct

In the situation when an initial assessment or investigation under this policy identifies additional related possible violations of College policy (other than violations of the Sex Discrimination and Sexual Misconduct policy) by the same respondent(s) that would normally be handled by another disciplinary authority, the Title IX Coordinator, with the approval of that disciplinary authority, may direct an investigator and corresponding panel to investigate and adjudicate such other possible violations. In such a situation, the Title IX Coordinator and other disciplinary authorities will determine the procedures to be followed on consideration of the nature of the alleged violation(s) and other relevant factors. The standard of evidence applied to each violation will not be altered; the preponderance of the evidence standard will be applied as appropriate, and the clear and persuasive evidence standard will be applied as appropriate.

Circumstances Relating to Misconduct Affecting Health or Safety

In connection with this policy, in circumstances seriously affecting the health or well-being of any person, where physical safety is seriously threatened, or where the ability of the College to carry out its essential operations is seriously threatened or impaired, the president or an authorized representative may summarily suspend, dismiss, or bar any person from the College.

In all such cases, actions taken will be reviewed promptly, typically within one week, by the appropriate College authority.

Making a Criminal Complaint to Law Enforcement

At the complainant's request, the College will assist the complainant in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process. The Office of College Safety and local police departments may be reached at the following phone numbers:

- College Safety Office (609) 570-3200
- Trenton Police Department (609) 989-4170
- West Windsor Police Department (609) 799-1222

Investigation, Disciplinary, and Appeal Procedures for Cases When the Respondent Is a Student

Investigation and Adjudication

When the Title IX Coordinator receives a complaint or report alleging that a student violated this policy, the Title IX Coordinator will appoint an investigator. The investigator will conduct an inquiry and determine, by a preponderance of the evidence, whether this policy was violated.

The investigator will have training in investigating and evaluating conduct prohibited under the policy. The investigator will also be impartial and unbiased.

The investigator will interview the parties to the complaint separately. Each party may select an advisor of their choice who may accompany them to any meeting or related proceeding, but the adviser may not actively participate in the interview process. The investigator will interview witnesses as necessary. Witnesses may not bring advisors. At the conclusion of each interview, the investigator will review the notes with the interviewee.

The investigator will prepare a case file of all interview summaries, witness statements, and other documents. The file, redacted of personally identifiable information as necessary, will be shared with the complainant and the respondent. The investigator will describe in writing for the parties the charges that will be investigated.

After reviewing the file, each party will have an opportunity (1) to meet again with the investigator, (2) to respond in writing to the investigator, (3) to request the collection of other information by the investigator, and (4) to identify individuals who may possess relevant information (and request that such individuals be interviewed). If any additional information is gathered, it will be shared with both parties, and each will have the opportunity for further response. The investigator will designate reasonably prompt time frames to ensure a timely completion of the process but also an adequate opportunity for both sides to respond thoroughly to the information gathered in the investigation.

At the conclusion of the investigation, the investigator will prepare a report, which will include findings of fact, findings of responsibility, and the investigator's rationale. The investigator will determine whether the respondent, based on the preponderance of evidence standard, violated College policy.

Penalties

If a student is found responsible for violating College policy, the entire case file will be forwarded to the Office of the Vice President of Student Affairs who will determine the penalty. Penalties will be determined based on the seriousness of the misconduct and the student's previous disciplinary history (if any). Remedial measures will be determined based on the need to afford the parties an educational environment free from discrimination under Title IX. The findings regarding fact and responsibility, as well as the decision regarding the penalty in cases where violations of College policy have occurred, will be conveyed to the parties at the same time in writing. The notification will include the parties' appeal rights.

If a student is found responsible for violating College policy, the Office of the Vice President for Student Affairs will record the penalty and retain records in accordance with protocols for all

other disciplinary cases. In all cases, the case file will also be archived by the Title IX Coordinator.

Rights of Appeal

Both parties, the complainant and the respondent, have equal rights to an impartial appeal and to participate equally in the appeal process, even if the party is not the appealing party. All appeals will be referred to a three-person appellate body, which will be chaired by the Vice President for Student Affairs. All members of the appellate body will have training regarding Title IX and prohibited conduct defined under this policy. The members of the appellate body will be impartial and unbiased.

A complainant or respondent may file a written appeal on the grounds that: (1) there is substantial relevant information that was not presented, and reasonably could not have been presented during the investigation; (2) the imposed penalty does not fall within the range of penalties imposed for similar misconduct, or (3) there was procedural unfairness during the disciplinary process.

The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred. The appellate body may decide to uphold the original decision of the panel and/or the deans; to alter the imposed penalty; or to return the case to the panel for additional proceedings or other action. The deadline for filing an appeal is five business days from the date the parties are notified of the decision. If either party files an appeal, the Vice President for Student Affairs will notify the other party in writing. The Vice President for Student Affairs will serve as Chair for all appeals and will have primary responsibility for interactions with the parties, for the gathering of information needed for the appeal, and for notifying both parties in writing of the outcome of any appeal.

Student Enrollment

Pending action by the Office of the Vice President for Student Affairs and panel on the charges or pending an appeal, the respondent may be permitted to attend classes, and make use of some or all College facilities, except for circumstances relating to the physical or emotional safety or well-being of a member (or members) of the College community, or the ability of the College to carry out its essential functions. Certain restrictions may be imposed on the respondent in order to provide the complainant with an educational environment free from discrimination under Title IX.

The respondent should understand that if the decision of the appeals panel chaired by the Vice President proves adverse, and if an appeal proves unsuccessful, the penalty will normally be considered effective as of the date of the original adjudicated decision. In cases adjudicated prior to the last day of classes, if the final decision is a separation from the College (i.e., suspension, suspension with conditions, or expulsion), the respondent will normally not earn credit for the semester in which the infraction occurred. If the case is adjudicated during reading or exam period or if the respondent has successfully completed course requirements

while awaiting the final disposition of the matter, obtaining credit for the semester will be at the discretion of the Vice President.

Pending an investigation and adjudication or the respondent's decision about whether to appeal a separation from the College or the withholding of the degree, and/or while an appeal is in process, an administrative hold will be placed on the respondent's College transcript. Should the respondent decide not to appeal a separation or the withholding of the degree, or should an appeal not result in an alteration of the decision to dismiss the respondent or withhold the degree, the Office of the Vice President of Student Affairs will maintain a record of the disciplinary action.

Investigation, Disciplinary, and Appeal Procedures for Cases When the Respondent Is a Faculty or Staff Member

Investigation and Adjudication

When the Title IX Coordinator receives a complaint or report alleging that a member of the faculty or staff violated this policy, the Title IX Coordinator will appoint an investigative panel of, at least, two administrators and/or outside investigators.

The investigative panel will conduct an inquiry and determine, by a preponderance of the evidence, whether this policy was violated. All panelists will have training in investigating and evaluating conduct prohibited under this policy. The panelists will also be impartial and unbiased and will describe in writing for the parties, the charges that will be adjudicated.

The panel will interview the parties to the complaint separately. Each party may select an advisor of their choice who may accompany them to any meeting or related proceeding, but the advisor may not actively participate in the interview process. All members of the panel will participate in interviews with the complainant and the respondent. The panel will interview witnesses as necessary. Witnesses may not bring advisors. In all meetings, at least one member of the panel will serve as note taker. At the conclusion of each interview, the panelists will review their notes with the interviewee.

In the circumstance when the complaint is made by a member of the faculty or staff alleging a violation of this policy by another member of the faculty or staff, the panel will prepare a case file of all interview summaries, witness statements, and other documents. The panel will present both parties with a summary of the case file, after which each party will have an opportunity (1) to meet again with the panel, (2) to provide additional written information to the panel, and (3) to request the collection of other information by the panel, and (4) to identify individuals who may possess relevant information (and request that such individuals be interviewed). If any additional information is gathered, it will be shared with both parties and each will have the opportunity for further response. The panel will designate reasonably prompt time frames to ensure a timely completion of the process but also an adequate opportunity for both sides to provide thorough information in the investigation.

In the circumstance when the complaint is made by a student alleging a violation of this policy by a member of the faculty or staff, the panel will prepare a case file of all interview summaries, witness statements, and other documents. The file, redacted of personally identifiable information as necessary, will be shared with the complainant and the respondent. After reviewing the file, each party will have an opportunity (1) to meet again with the panel, (2) to respond in writing and (3) to request the collection of other information, and (4) to identify individuals who may possess relevant information (and request that such individuals be interviewed). If any additional information is gathered, it will be shared with both parties, and each will have the opportunity for further response. The panel will designate reasonable prompt time frames to ensure both a timely completion of the process but also an adequate opportunity for both sides to respond thoroughly to the information gathered in the investigation.

Following the investigation, the panel will meet to determine whether the respondent, based on the preponderance of evidence standard, violated College policy. The panel will prepare a report, which will include findings of fact, findings of responsibility and the panel's rationale. All members of the panel must endorse the report as a record of their deliberations and rationale.

Penalties

The appropriate disciplinary authority based on the role of the respondent is as follows:

- If a faculty member is found responsible, the panel's report will be forwarded to the Vice President for Academic Affairs who will determine the appropriate penalty.
- If a staff member is found responsible, the panel's report will be forwarded to the staff member's vice president or executive dean, who will determine the appropriate penalty in consultation with the staff member's manager.

Penalties will be determined based on the seriousness of the misconduct as compared to like cases in the past, and on the individual's previous disciplinary history (if any). The findings regarding fact and responsibility as well as the decision regarding the penalty in cases where violations of College policies have occurred will be conveyed to the parties in person by the dean of the faculty or the vice president or a designee as well as in writing. The notification will include the parties' appeal rights. In all cases involving sex discrimination or sexual misconduct, the case file will be archived by the Title IX coordinator.

Rights of Appeal

Both parties, the complainant and the respondent, have equal rights to an impartial appeal and to participate equally in the appeal process, even if the party is not the appealing party. A complainant or respondent may file a written appeal on the grounds that (1) there is substantial relevant information that was not presented, and reasonably could not have been presented during the investigation; or (2) there was procedural unfairness.

Written appeals must be filed with the President's Office. The President will then assign two members from the Executive Leadership Team to review and issue a determination regarding

the appeal.

The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred. The appellate authority may decide to uphold the original decision of the panel and/or disciplinary authority; to alter the imposed penalty; or to return the case to the panel for additional proceedings or other action. The appellate authority will have training regarding Title IX and prohibited conduct defined under this policy and will be impartial and unbiased.

The deadline for filing an appeal is one week from the date the parties are notified of the decision. If either party files an appeal, the other party will be notified. Both parties will be notified in writing of the outcome of the appeal.

Range of Penalties

Members of the College community may be subject to disciplinary penalties for violating this policy.

Additional Accommodations

If a respondent is found responsible for violating this policy, the complainant may request accommodations not already in place, such as a one-way no contact order. The College will promptly implement the accommodation as appropriate. In no circumstance will the burden of the accommodation be placed on the complainant. The accommodation shall be effective even if the respondent files an appeal or if such an appeal is pending.

Penalties Applicable to Students

For violations of this policy by students, in general the penalties, in ascending order of severity, are:

- **Warning:** A formal admonition that does not become part of an individual's permanent record, but that may be taken into account in judging the seriousness of any future violation.
- **Disciplinary Probation:** A more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from the College. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction even if the probationary period has expired.
- **Disciplinary probation** appears on an individual's permanent record at the College (but not on the transcript) and may be disclosed by the Office of the Vice President for Student Affairs in response to requests for which the student has given permission or as otherwise legally required.
- **Withholding of Degree:** In cases involving students in their final semester prior to graduation, the College may withhold a student's Mercer County Community College

degree for a specified period of time. This penalty is imposed instead of suspension at the end of senior year or final year of study when all other degree requirements have been met. Relevant information remains on the student's permanent record at the College and may be disclosed by the Office of the Vice President for Student Affairs in response to requests for which the student has given permission or as otherwise legally required.

- **Suspension:** Removal from the College for a specified period of time. Relevant information remains on the student's permanent record at the College and may be disclosed by the Office of the Vice President for Student Affairs in response to requests for which the student has given permission or as otherwise legally required.
- **Suspension with Conditions:** Removal from the College for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this penalty, have been fulfilled. These conditions may include, but are not limited to, restitution of damages, formal apology, or counseling. Relevant information remains on the student's permanent record at the College and may be disclosed by the Office of the Vice President for Student Affairs in response to requests for which the student has given permission or as otherwise legally required.
- **Expulsion:** Permanent removal from the College, without any opportunity for readmission to the community. Relevant information remains on the student's permanent record at the College and may be disclosed by the Office of the Vice President for Student Affairs in response to requests for which the student has given permission or as otherwise legally required.

The following may accompany the preceding penalties, as appropriate: When appropriate in cases involving behavioral misconduct between members of the community, restrictions may be placed on access to space and/or resources or on participation in activities so as to limit opportunities for contact among the parties.

Penalties Applicable to Faculty and Staff Members

For violations of this policy by faculty or staff members, disciplinary penalties may include verbal warning, counseling or training, written warning, suspension, or termination.

Penalties Applicable to Non-Members of the College Community

For violations of this policy by non-members of the College community, disciplinary penalties may include being temporarily or permanently barred from the College or subject to other restrictions.

Student Code of Conduct

Purpose

To maintain a campus environment that is conducive to learning, protects the College's educational purposes, maintains reasonable order on campus, and protects the rights of all members of the college community.

Policy Statement

Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and suitable to members of the academic community. This obligation extends to conduct on either college campus or at any other location as part of any college sponsored activity.

Prohibited Conduct

An individual, a group of individuals, or a student organization may be charged with any violations of this Code. In cases where a violation is committed by an individual member of a student group or organization, the entire group or organization may be held responsible. In addition to the individual member, when those members not directly involved participated in the activity by encouraging, witnessing, or condoning the act in any manner, they too may be held responsible and charged with a breach of the Student Code of Conduct. The following conduct shall be subject to disciplinary action:

Academic Dishonesty

(See Academic Integrity and Performance, above)

Alcohol Violations

Possession, consumption, dispensing, selling or supplying of alcoholic beverages on property that is owned, operated, or maintained by the College, or at any other location as part of any college-sponsored activity.

Bullying/Cyber Bullying

Bullying is any gesture or behavior that is determined to be harmful or cruel to an individual or group. These actions can be written, verbal, graphic or physical and are reasonably perceived as being motivated either by an actual or perceived characteristic, such as age, race, color, religion, ancestry, national origin, gender, affection or sexual orientation, gender identity and expression; or a mental, physical or sensory disability or impairment, nationality, sex; or by association with an social or academic group or individual; by any other distinguishing characteristic including the individual that is considered average, common, conventional, or ordinary by societal and cultural forms.

Cyber-bullying involves sending or posting harmful or cruel texts or images using the Internet (e.g., instant messaging, e-mails, chat rooms, and social networking sites) or other digital communication devices such as cell phones. It can involve stalking, threats, harassment, impersonation, humiliation, trickery and exclusion. Such behavior is considered bullying whether it takes place on or off college property while participating

in any college function, in a college vehicle or while using any college owned computing and information technology resources.

Computer Misuse

Unauthorized access, entry or use of a computer, computer system, network, software, password, account or data.

Use of computing facilities or equipment to send sexually explicit, harassing or abusive messages.

Any other act in violation of law and/or college policies and guidelines regulating computer-related use.

Discrimination by Student Organizations

Selecting its membership upon the basis of restrictive clauses involving race, religion, color, national origin, gender, age, sexual orientation, or disability unless said selection is specifically allowed by law.

Disruptive Conduct

Actions that impair, interfere with, or obstruct the normal operations of the College and or interfere with the rights of other members of the college community or visitors.

Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his or her class. Actions that may cause disruption in the classroom include, but are not limited to, making or receiving phone calls and the use of text messaging while class is in progress; playing loud audio devices; persistent unapproved lateness; and any other action prohibited under this Code.

Participating in, leading or inciting others to disrupt authorized scheduled campus activities, events and programs.

Intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.

Solicitation on campus without prior approval from appropriate college officials.

Drugs

Any legally prohibited possession, use, distribution, delivery, or sale of narcotics, prescription drugs or other controlled substances.

Any legally prohibited possession or use of drug paraphernalia.

Gang and other Criminal Activity

Solicitation, recruiting, and other activities which may lead to joining or actively participating in gang or other criminal activities.

Failure to Comply

Failure to comply with a lawful order of a college official, including a College Safety officer, in the performance of his or her duty.

Failure to comply with the sanctions rendered during the student judicial process.

Falsification /Fraud/False Testimony

Furnishing false information to the College, including false reporting of campus emergencies, knowingly making false accusations, or giving false testimony during the disciplinary process.

Misuse, alteration, or forgery of any college-related documents, records, identification, keys, access codes, or property.

Fire and Safety

Damage to, removal of, or tampering with any fire safety systems, firefighting equipment, or other emergency warning equipment.

Intentional or reckless burning or setting fire to any building or piece of property owned or controlled by the College.

Gambling

Gambling or participating in games of chance on campus for money or other things of value, except as provided by law.

Hazing

Any act that does not contribute to the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, and/or which demeans, degrades, or disgraces any person regardless of location, intent or consent of participants that is an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization.

Physical Abuse and Endangerment

Physical violence or attempted physical violence toward another person or group.

Threat of physical violence against another person or group.

Any action that endangers the health, safety or welfare of a person or group.

Attempt to harm, or actual harm to, oneself.

Property/Facilities/Services

Theft of college property or property of a member of, or visitor to, the College.

Damage, destruction, or defacement of college property or property of a member of the College or visitor.

Wrongful appropriation of college property or property of a member of the College or visitor.

Unauthorized possession and/or use of college property or property of a member of the College or visitor, including knowingly being in possession of stolen goods.

Unauthorized entry into college facilities, including, but not limited to, buildings, classrooms, hallways, entryways, conference rooms, and campus grounds.

Use of operation of rollerblades, skates, skateboards, bicycles, and similar items inside college facilities or other prohibited areas.

Sexual Misconduct/Sexual Harassment

Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent.

Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus, educational or working environment for another person. This includes:

- Unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment.
- Unwelcome acts of sexual nature that deny or limit a student's ability to participate in or benefit from a school's education program.
- Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others.
- Physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be incapable to give consent due to an intellectual or other disability. These acts include rape, sexual assault, sexual battery, and sexual coercion.

Other Harassment/Stalking

Non-sexual conduct that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group.

Non-sexual conduct that threatens, intimidates, humiliates, or otherwise harms another person or group.

Stalking, defined as purposely and repeatedly following another person, and engaging in a course of conduct or making a credible threat with the intent of annoying or placing that person in reasonable fear of death or bodily injury.

Weapons/Firearms/Explosives

Possession, storage or use on campus of firearms, pellet guns, paintball guns, gunpowder, ammunition, explosives, firecrackers, incendiary devices, or other articles or substances which could endanger health or safety.

Commission of Prohibited Conduct

If you violate the Student Code, you may be subject to disciplinary proceedings as detailed in

the procedures and guidelines established by the Vice President for Student Affairs. Disciplinary proceedings are instituted only for violations of standards of conduct published in advance.

Whether committing acts prohibited by the Code of Conduct or encouraging or condoning others to break the Code of Conduct, students will be punished to the same degree. Culpability is not diminished for violations of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances.

Violations of local ordinances, federal or state laws where said violation poses a substantial threat to the safety and or welfare of campus community members may subject the student to disciplinary proceedings. Students are responsible for compliance with all college policies and procedures.

Disciplinary Proceedings

Decisions and Penalties

(Other than those dealing with the rules of Academic Integrity)

Principles Governing Disciplinary Practices

All of the rules and regulations governing campus conduct and discipline are applicable in the classroom. While faculty members will deal with such classroom problems as may arise, individual cases may be referred to the Student Conduct and Discipline Committee or Academic Standards Committee for adjudication.

In developing responsible student conduct, disciplinary proceedings play a role secondary to providing an example, counseling, guidance, and admonition. At the same time, the college has a duty, and the disciplinary powers, to protect its educational mission through the setting of standards of scholarship and conduct for its students and through the regulation of the use of institutional facilities. In circumstances in which the preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from unfair imposition of serious penalties.

The college's administration of discipline is intended to guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. The jurisdiction of judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the students' rights to appeal a decision, are clearly formulated and communicated in advance.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the college not be arbitrary in its actions, and that there be provision for appeal of a decision. The college's safeguards in such proceedings are designed to achieve the objective of procedural fair play.

The college provides students with opportunities to express concerns in the form of written

grievances regarding programs, services, and allegations of discrimination.

A grievance is a student complaint and request for a specific remedy, i.e.:

- A student's belief that the college has failed to provide an entitled service.
- A student's belief that a service was inadequate.
- A student's disagreement/complaint with a decision, rule, or regulation promulgated by the college or college employee.
- A student's belief that he/she has been treated in an illegally discriminatory manner.

The Student Conduct and Discipline Committee shall have the right and responsibility to recommend to the administration revisions in student conduct standards, as well as proposed fines for violations of certain college rules of conduct, such as those involving smoking, drinking, overdue library materials, parking and traffic violations, to be administered by the college.

Judicial Procedures

Any member of the college community may bring charges against a student involving alleged violations of college regulations and standards of conduct. Violations of federal, state or local laws should be reported immediately to College Safety for referral to appropriate legal authorities.

Violations of college regulations and standards of conduct should be submitted promptly in a detailed report, including the names of available witnesses, to the Vice President for Student Affairs. The Vice President shall determine the manner in which charges are heard. In instances where the health, safety or welfare of other persons are at risk, the Vice President may act unilaterally to suspend, expel or otherwise discipline a student. In other instances, the Vice President will refer the matter to the Student Conduct and Discipline Committee.

The student will be informed by certified mail or by hand delivery of the reasons for a disciplinary hearing at least one week prior to such hearing, except in cases of immediate suspension by the Vice President for Student Affairs (as above).

If the student does not wish to argue the charges, the Chairperson of the Student Conduct and Discipline Committee will impose disciplinary measures and penalties subject to the approval of the Student Conduct and Discipline Committee.

A hearing in all cases, except those involving the Rules of Academic Integrity, shall be conducted by the Student Conduct and Discipline Committee. Any member of the Committee, including officers of the college, who is personally involved in a particular case shall disqualify himself/herself from serving on the Committee.

The disciplinary hearing process is informal. Rules of evidence and other legal standards shall

not apply. No participant will be permitted to use an attorney during the proceedings. A student may have a faculty or staff member present to assist in the process.

The student appearing before either of the committees will have the right to be assisted by College advisors of his/her choice. The college is not responsible for providing legal representation for the student.

The burden of proof shall rest upon the individual or individuals bringing charges, or upon the college where charges have been brought by an administrative official on behalf of the college.

The student will be given an opportunity to testify and to present evidence and witnesses on his/her behalf. He/she and his/her advisors will be allowed to hear and question adverse witnesses. In no case will the committees consider statements against the accused unless he/she has been advised of their content and of the names of those who made them. The accused shall have the opportunity to examine the evidence and to rebut unfavorable inferences which might otherwise be drawn.

All matters on which the decision may be based must be introduced into evidence at the proceedings before the committee, and later, upon the appeal process. The decision will be based solely upon such matter.

A record of the hearings will be made.

A student who fails to appear for a scheduled hearing before the Student Conduct and Discipline Committee or the Academic Standards Committee is considered on disciplinary suspension until such time as he/she appears before the committee.

Students placed on disciplinary suspension shall not receive financial aid, scholarships, or payment for college employment.

A student's disciplinary status remains in effect during the appeal process.

Status of Student Pending Final Action

No change in the status of the student will be made until judicial procedures are completed except in cases of accusations of violations of public law or where violations of student conduct regulations seriously interfere with or threaten to interfere with the functioning of the college. In such cases, the Vice President for Student Affairs or his/her designee may suspend the accused pending the outcome of judicial proceedings.

Students involved in incidents or code of conduct violations at off-campus facilities during internships, clinical settings and externship studies may be subject to suspension or removal from the site prior to, during, or after the college judicial process. Additionally, the timeline for a hearing may deviate from the judicial process chart as necessary.

A student removed from an off-campus facility during the semester may not be relocated to another facility in the same semester. This may result in the student being unable to complete the term in progress and begin a new internship, clinical, or externship in the subsequent

semester pending the outcome of the college judicial process.

When possible and when not confronted with an emergency, a student subject to suspension under the preceding paragraph shall be given the reasons for the suspension and a notice of an opportunity for a hearing before the administrative officer on that suspension. Should the student waive their right to a hearing and admit guilt, the appropriate dean will determine the punitive action within five academic days.

In the event that a student so accused is suspended and has requested a hearing, the Student Conduct and Discipline Committee must act within ten academic days to hear the case.

Sanctions

The College Disciplinarian or Student Conduct and Discipline Committee upon finding a student guilty of a violation of the college's code of rules and conduct may recommend or mandate that the student/s fulfill one or more of the following: monetary repayment of goods or damages, educational sensitivity activities, community service, and/or counseling.

Additionally, the College Disciplinarian or Student Conduct and Discipline Committee may impose any one or more of the penalties described below.

Disciplinary Warning

The violation and penalty will be recorded in the files of the Office of the Vice President for Student Affairs, but not recorded on records or transcripts.

Disciplinary Probation

This penalty will be given for a stated period of time.

A student's further misconduct during this period of disciplinary probation, if adjudged as a violation of the codes of campus conduct, may lead to the penalty of disciplinary suspension or expulsion.

The student shall, while on disciplinary probation, be forbidden from participation in all extracurricular activities.

Disciplinary Suspension

This penalty may be given for a stated period of time or an indefinite period of time. The student must petition for readmission at the conclusion of the stated period or after one year.

The student is prohibited immediately from attending classes, participating in extracurricular activities, or using college facilities, but has access to counseling, and should be made aware of the availability of counseling and other referral services.

Notices will be sent to each faculty member in whose courses the student is enrolled.

The violation and penalty will be recorded in the files of the Office of the Vice President for Student Affairs.

If deemed necessary by the college, and prior to a petition for readmission, a medical or psychiatric evaluation may be required.

Disciplinary Expulsion

This penalty calls for a permanent separation of the student from the college and its facilities.

All of the actions regarding notices taken under “disciplinary probation” will be taken.

Readmission will not be considered at any time.

The violation and penalty will be recorded in the files of the Office of the Vice President for Student Affairs and on the student’s permanent record.

The Student Conduct and Discipline Committee or the appeals process, may condition the imposition of penalties on a student making restitution either in kind or in the form of services in an appropriate activity.

Multiple or successive violations of codes of conduct may appropriately be taken into consideration when determining penalties only if introduced as evidence at the proceedings.

In cases involving misconduct in serious or repeated misuse of college facilities or services, a student may be prohibited from further use of such facilities or services for a specified period of time.

Amending the Statement

Proposals to amend or to change this Statement may be initiated by any of the appropriate college committees: the Student Government Association, the College Governance Council, or the administration by placing any proposed amendment before the Student Life Committee.

Proposed amendments which are submitted to and discussed by the Student Life Committee will then be forwarded to the College Governance Council and to the Student Government Association. The Senate and the Student Government Association shall review the proposed amendment and suggest possible revisions of the amendment to the Student Life Committee.

The Student Life Committee will consider the suggested revisions and incorporate them if appropriate. The proposed amendment, together with the committee’s recommendation, will be forwarded to the president.

The Board of Trustees will review recommendations submitted to it and will either approve, approve with modifications, or disapprove such amendments. The Board reserves the right to make such changes in college policies, by-laws, codes, rules and regulations as it deems necessary and proper in carrying out its legal responsibilities for the conduct and management of the college.