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Dear Students:

As President of Ramapo College of New Jersey, I welcome you to our campus, nestled at the edge of mountains and metropolis. I congratulate you on choosing an outstanding college where you will be challenged and encouraged to push yourself to achieve your academic and professional goals.

Ramapo College's approximately 6,000 students come from more than 40 countries. We are larger than half the colleges in the country, yet small enough for our distinguished faculty and staff to know who you are and to provide you with individual attention and mentoring.

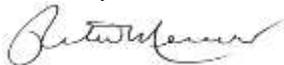
I have been continually impressed by the commitment and dedication of all those involved with the College. You will be exposed to dynamic teaching, hands-on learning, and service and research opportunities of the highest caliber. In addition to classroom work, I encourage you to engage in the wide array of co-curricular activities available at Ramapo College. There are more than 120 clubs and organizations as well as special events and athletic games planned throughout the year.

As you progress through your undergraduate or graduate experience, please keep in mind that my office welcomes student suggestions and feedback. Did you have a particularly memorable classroom experience that you would like to share? Have you observed a practice at the College that you have suggestions for enhancing? I encourage you to visit with me and the President's office staff or email my office at president@ramapo.edu.

At Ramapo College, you will discover a welcoming and intellectually stimulating climate as you pursue your endeavors at all levels. Please take the time to familiarize yourself with this Student Handbook and to explore the full range of opportunities outlined in it. I invite you to visit my website at <http://www.ramapo.edu/president/> where I periodically post updates about the College and highlight student, faculty and staff achievements.

At Ramapo College, you can make a difference; so I repeat: welcome to Ramapo College – an exciting place to push your personal, social, and intellectual boundaries.

Cordially,



Dr. Peter P. Mercer
President

INTRODUCTION

The Ramapo College Student Handbook serves as a resource for students. Within this publication are descriptions of the offices students most often interact with, as well as, information regarding clubs, organizations, and other opportunities for student involvement at the college. Equally important, this publication includes the policies and procedures that serve to outline student rights and responsibilities. The College has developed these policies and procedures to assist students in successfully navigating their college experience. Students should familiarize themselves with all college policies and procedures, as they are held responsible for knowing and abiding by them.

Should students have questions or comments regarding the contents of the Handbook, they are encouraged to call or stop by the Office of Student Affairs – (201) 684-7457, C-212.

OFFICE OF THE PRESIDENT

Dr. Peter P. Mercer, President

Location: Birch Mansion-215, Extension: 7607

Website: <http://www.ramapo.edu/president/>

The President is the Chief Executive Officer of the College. The Office of the President maintains an open door policy for students. Students have many opportunities to interact with the President in both formal and informal settings. The President also routinely meets with the Student Government Association and other student leaders to discuss student concerns and issues facing the College.

The President delivers a State of the College Address twice per academic year. These addresses often highlight trends, achievements, and challenges facing higher education and Ramapo College specifically. All students are encouraged to attend these addresses and participate in the question and answer sessions that follow.

The Office of the President is also primarily responsible for the coordination and delivery of four college-wide events: Convocation, Remembrance Day, Founders' Day, and Commencement. The President's webpage, <http://www.ramapo.edu/president/>, includes information on these four events and is also home to the President's Post. The Post is updated regularly with news of campus happenings, local and statewide initiatives, and institutional concerns.

Office of Affirmative Action and Workplace Compliance

Website: <http://www.ramapo.edu/affirmation/>

Title IX

Kat McGee, Title IX Coordinator

E-mail: kmcgee@ramapo.edu

Office: C-214

Phone: (201) 684-7136

Equal Employment Opportunity (EEO)

Aaron Sanders, Lead EEO Investigator

E-mail: asanders3@ramapo.edu

Office: Birch Mansion, Room 208

Phone: (201) 684-7540

Americans with Disabilities Act (ADA)

Jill Brown, ADA Compliance Officer

E-mail: jcbrown@ramapo.edu

Office: D-114

Phone: (201) 684-7502

The Office of Affirmation Action and Workplace Compliance (AAWC) is housed within the Office of the President and supports equal opportunity in employment and education. The AAWC staff advise students and employees regarding rights, options, resources and appropriate actions that may be taken to remedy and address discrimination complaints.

The office promotes a campus climate supportive of equity, diversity, and inclusiveness to create an environment free of all forms of discrimination, harassment, and retaliation. Further, the staff work to recruit and retain a diverse workforce by monitoring faculty and staff search processes.

Title IX: The Title IX Coordinator is responsible for: managing Title IX compliance efforts, grievances, investigations, the dispositions of complaints; promoting a safe learning environment for all people, and; training efforts for the community. Title IX ensures no person will be discriminated against, excluded from participation in, or denied the benefits on the basis of sex/gender in any educational program receiving federal funding.

Equal Employment Opportunity: Equal Employment Opportunity (EEO) Investigator is responsible managing the College's compliance efforts with statutes prohibiting discrimination against a job applicant or an employee based on the person's race, creed, religion, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), familial status, marital/civil union status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and applicant/employee complaints and investigations.

Americans with Disabilities Act: The Americans with Disabilities (ADA) Officer is responsible for ensuring that the College complies with Federal and State regulations guaranteeing qualified college students with disabilities have equal access to all programs and services.

NOTICE OF NON-DISCRIMINATION

The College is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status. The New Jersey Law Against Discrimination (LAD) and federal civil rights laws prohibit discrimination/harassment by or against students based upon the following protected categories: race, creed, religion, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), familial status, marital/civil union status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental and/or intellectual disabilities), or liability for service in the Armed Forces of the United States. Further, the College does not discriminate on the basis of sex in any educational, employment, or extracurricular activity. Sexual misconduct is a form of sexual harassment which is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972. Domestic violence, dating violence, and stalking are also prohibited conduct as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013.

Title IX is a federal law which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Ramapo College of New Jersey does not deny or restrict a student or employee from participating in a program on the basis of sex or gender. Title IX applies to students, staff, faculty, visitors (including children) and business vendors at the College, and to sex discrimination or sexual violence which occurs on campus, at College-sponsored events and programs held off-campus; or that may adversely affect the educational environment for members of the college. Sexual violence includes sexual assault, dating violence, domestic violence, and stalking. The College's Title IX Coordinator is Kat McGee, C Wing, Room 214, (201) 684-7136.

This policy applies to protect all students from discrimination/harassment by others at the College, including students, faculty, staff members, vendors, and contractors. This statement applies to both physical and verbal conduct that occurs at the College, (including electronic communications sent or received on campus) and that occurs at any location, which can be reasonably regarded as an extension of the College. (i.e., any field location, on-line course, any off-site college-related social function, or event, or any facility where College-sponsored activities are being conducted or discussed).

This policy will not be applied to abridge a student's exercise of free speech or expression which is protected by the Constitution of the State of New Jersey and the First Amendment to the U.S. Constitution.

Reporting an Incident of Discrimination

To file a complaint about an incident of discrimination, you may contact the Public Safety Department, C Wing, Room 102, (201) 684-6666; Mahwah Police Department, 221 Franklin Turnpike, (201) 529-1000; Aaron Sanders, Lead Investigator for the Office of Affirmative Action and Workplace Compliance in the Office of the President, (201)984-7540; or Jill Brown, Americans with Disabilities Act Compliance Officer, D Wing, Room 114, (201) 684-7502.

Reporting an Incident of Sexual Assault

Ramapo College encourages reporting for incidents of sexual assault. Students are strongly urged to report sexual assaults to College authorities and to the police in order to protect themselves and others. Students who have been sexually assaulted may report the offense to the Public Safety Department (including anonymous reporting), to the Title IX Coordinator, or to the Mahwah Police Department.

Faculty, staff, and administrators who learn of incidents of sexual assault **MUST** report it to the Ramapo College Title IX Coordinator (unless the employee is a designated confidential resource, such as a licensed counselor in the Counseling Center or a recognized clergy person acting in the role of a pastoral counselor.)

Survivors who have been assaulted will receive assistance in considering a number of legal and disciplinary system options which are available to them.

Survivors may choose to:

1. File criminal charges in the outside courts
2. File civil charges in the outside courts

3. Either independent of, or in conjunction with filing through the courts, file an incident report with the Public Safety Department. The incident report will launch an investigation which will be heard through the [Office of Student Conduct](#) (if the accused is a Ramapo College student) or through the [Office of Affirmative Action and Workplace Compliance](#) (if the accused is a College employee)
4. Decide not to file charges. Sexual assault survivors are not required to report this crime. Survivors have the right to be free from any suggestion that survivors must report the crime to be assured any other rights to access to resources.

All of these options require that certain due process regulations be followed and that both parties maintain the right to present evidence or witnesses. In both outside court cases and internal student conduct proceedings, the accuser and the accused will be informed of the outcome.

Anonymous Reporting

The [Public Safety Department Complaint Form](#) is available for anonymous reports. Submissions are read and responded to during business hours, Monday through Friday, 8:00 a.m. – 4:30 p.m. Any submissions sent after business hours or during weekends or holidays will be read and responded to on the next business day.

If there is an imminent danger to a student, or to the community, do not use the Public Safety Department Complaint Form. Instead, contact the Public Safety Department at (201) 684-6666.

Reporting to the Public Safety Department

Office Location: C-102
Phone: (201) 684-6666

The Public Safety Department is available 24 hours a day, 7 days a week, 365 days a year. By contacting the Public Safety Department, a survivor is not obligated to file an incident report. At the survivors' request, only an anonymous crime report will be completed for statistical purposes.

The survivor will be asked to make decisions regarding legal and student conduct options only after discussing their options with a confidential counselor and learning what is entailed in filing a report. Even if the survivor does not want to make a formal incident report or file charges, he or she still has the right to other victims' services. More information about reporting a crime or violation of campus policies is available here:

<http://www.ramapo.edu/publicsafety/how-to-report/>

Officers in the Public Safety Department are trained to gather information about the complaint. Officers must provide notice of the complaint to the Title IX Coordinator within 24 hours or as soon as practicable.

Reporting to the Title IX Coordinator

Kat McGee

Office: C-214

Phone: (201) 684-7136

E-Mail: kmcgee@ramapo.edu

What is the role of the Title IX Coordinator?

The Title IX Coordinator oversees the processes that address reported concerns or claims of sex or gender based discrimination, harassment, sexual assault, intimate partner violence, and stalking. Each institution must designate a Title IX administrator to review, update and implement current Title IX policies, to coordinate appropriate training and resources, and ensure effective and timely responses to complaints of sexual violence, misconduct, discrimination or harassment.

Is my Title IX complaint confidential?

The College will make every effort to keep the confidentiality of any person(s) reporting a claim and when possible will keep the identity of an unwilling victims or witnesses confidential. However, the College cannot guarantee unqualified confidentiality as the College must also balance the safety of other members in our community. If the College determines that there is the threat of imminent harm to an individual or to the community, information may need to be shared and then only with appropriate individuals. Complainants will be advised if information pertaining to a claim is shared with individuals outside of the College's investigative process.

Reporting to the Mahwah Police Department

The Mahwah Police Department can be reached by calling **(201) 529-1000** or by calling **911**. If the assault took place within the past 5 days the responding officer will activate the Bergen County Sexual Assault Response Team (SART).

SART is a free, coordinated community response to assist a survivor in the aftermath of a recent sexual assault. It has been designed to offer a compassionate, victim-centered approach while collecting evidence that can be vital to the investigation and prosecution of the crime. SART is available 24 hours a day, 7 days a week

There are three members of the SART team available to a survivor. A survivor has the option to speak with all three SART members, any combination of SART members, or speak with none of the SART members. SART members include:

Forensic Nurse Examiner (FNE): A FNE is specially trained in forensic evidence collection. The FNE conducts a head to toe exam and collects evidence to assist in the prosecution of the crime. Medications to prevent Sexually Transmitted Infections and pregnancy resulting from the sexual assault are also offered to the survivor. The FNE does

not treat injury; anyone needing medical attention will be seen by the attending physician in the local Emergency Department.

Law Enforcement: A local police officer and/or detective from the Bergen County Prosecutor's Office's Special Victims Unit is available at the request of the survivor to conduct an investigation. In most cases of sexual assault, the choice to prosecute is left up to the survivor.

Confidential Sexual Violence Advocate (CSVA): Trained healingSPACE (a sexual violence resource center located Bergen County's YWCA) advocates are available to assist the survivor throughout the SART process. Advocates keep information confidential and are there to empower the survivor by providing emotional support, information, and referrals. Follow-up with a trained advocate is also available in the days following the SART process.

Confidentiality

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate, confidentiality shall be maintained throughout the investigatory process. During the course of an investigation, it may be necessary to discuss the claims with the person against whom the complaint was filed and other persons who may have relevant knowledge or those who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Appropriate administrative authorities may be contacted in the interim if immediate or temporary actions must be taken to ensure the safety or well-being of any party to the complaint or to ensure the integrity of the investigation.

Prohibition Against Retaliation

Retaliation against any person who either alleges that s/he was the victim of discrimination/harassment/sexual harassment, provides information in the course of an investigation into claims of discrimination/harassment/sexual harassment in the academic environment, or opposes a discriminatory practice is prohibited by the policy. Any student bringing a complaint, providing information for an investigation, or testifying in any proceeding under the policy will not be subjected to adverse academic or employment consequences based upon such involvement nor be the subject of retaliation. Students who engage in retaliatory acts will be referred to the Office of Student Conduct where charges will be levied against the student through the College's disciplinary process.

If a student believes that they have been retaliated against for bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy, they are encouraged to report their concerns to the Public Safety Department.

The Ombuds Office

John Woods, Ombudsperson

Location: Lodge-124, Phone: (201) 684-7804

Website: <http://www.ramapo.edu/ombuds/>

The Ombuds Office provides services for students who have: (1) complaints about college life; (2) disagreements or disputes with a college office, department or individual; and/or (3)

student-to-student disputes. The mission of this office is to serve as an accessible, independent, impartial and confidential resource for the expeditious resolution of issues and disputes within the community. Confidentiality is strictly enforced. If confidentiality is breached by the student, the Ombuds Office will immediately discontinue any immediate service or course of action being provided for the student by the Ombuds Office. The Ombuds Office will take one or several courses of action to assist students in addressing complaints and resolving disputes including, but not limited to, the following:

- Directing students to and assisting students in understanding pertinent college policies and procedures;
- Investigating the nature of the students' complaint;
- Explaining the process a student should follow to resolve problems and/or disputes;
- Providing alternative dispute resolution services (i.e., mediation) to assist students in resolving disputes;
- Referring students to the appropriate person who can help them with problems and disputes.

ACADEMIC AFFAIRS

Office of the Provost

Dr. Beth Barnett, Provost and Vice President for Academic Affairs

Location: Birch Mansion-100, Phone: (201) 684-7529

Website: <http://www.ramapo.edu/provost/>

The Provost oversees the Division of Academic Affairs, and Information Technology Services.

The Division of Academic Affairs includes all aspects of the curriculum, academic standards, teaching, and learning. Founded on a commitment to the liberal arts, the curriculum is made up of the General Education Program, as well as school cores, and programmatic requirements. This division is responsible for: faculty personnel matters including hiring, reappointment, tenure and promotion; curriculum development, implementation, assessment, and revision; development of academic policies and procedures; and provision of academic services including first year seminar, course scheduling, library services, tutoring services, and graduation application review. The Office of the Provost includes the following units: the George T. Potter Library, the Registrar, Salameo School of Humanities and Global Studies, Anisfield School of Business, School of Contemporary Arts, School of Social Science and Human Services, School of Theoretical and Applied Science, the Roukema Center for International Education, the Center for Critical Reading and Writing, the College Honors Program, the Center for Innovative and Professional Learning (CIPL), the Angelica and Russ Berrie Center for Performing and Visual Arts, and Employee Relations.

Scholarships

Many competitive scholarship programs are available to students through the Office of the Provost. Merit scholarships are available to continuing Ramapo College students thanks to the generosity of corporations, alumni, former faculty members, trustees, and friends of the College. The Office of the Provost advertises merit scholarships available each year and accepts applications. Information concerning scholarship opportunities is sent to students via e-mail around mid-October. A scholarship committee, comprised of faculty and staff,

meet to review applications and determine awards. To apply for a merit scholarship, students must:

- Have a grade point average of 3.5 or higher;
- Have earned at least 24 credits at Ramapo College;
- Be attending Ramapo College full-time;
- Submit an application form, essay and two letters of recommendation.

Some scholarships have specific eligibility criteria. For example, only history majors are eligible for the Palazzotto Scholarship, the Riesterer Scholarship is for returning minority women students, and the Coppertone Scholarship benefits students interested in environmental issues. A full list of available merit scholarships, application forms, and information deadlines is available in the Office of the Provost, Mansion, 1st Floor.

Students may also apply for scholarships administered through the Ramapo College Foundation. Eligible students are mailed applications for Foundation-sponsored awards. The application specifies criteria and any other requirements. Recipients are then selected by donor committees. More information on Foundation-administered scholarships is available from the Scholarship Coordinator (201)684-7374 in the Birch Mansion.

The Ramapo College Foundation also facilitates some scholarships awarded by the Office of Enrollment Management for entering first-year student. The Vice President of Enrollment Management and Student Affairs and his/her staff select students who meet the eligibility criteria.

Two college-wide events provide public recognition for scholarship recipients: the Academic Achievement Ceremony and the Scholarship Reception. Sponsored by the Office of the Provost, the Academic Achievement Ceremony is held each spring. The Scholarship Reception, sponsored by the Ramapo College Foundation and also held each spring, offers students an opportunity to meet donors who have provided their scholarships. The Office of Enrollment Management also hosts a Scholarship Reception in the fall to honor new recipients.

**Angelica and Russ Berrie Center for Performing and Visual Arts (Berrie Center)
Stephanie Chaiken, Interim Director**

Location: Berrie Center Box Office, Phone: (201) 684-7148

Website: <http://www.ramapo.edu/berriecenter/>

The Berrie Center houses state-of-the-art performance theaters, art galleries, and specialized spaces devoted to fine arts, computer art, photography, theater, dance and music. The Sharp Theater hosts numerous performances throughout the year. For a schedule of performances, please access the Berrie Center website: <http://www.ramapo.edu/berriecenter/>

Tickets to performances can be purchased at the Box Office located on the first floor of the Berrie Center, (201) 684-7844. Ramapo College students receive a special ticket price of \$8 for most performances as available, plus free admission to select programs. The art galleries are aligned with the School of Contemporary Arts and serve as a fertile resource for the College and area communities. The Kresge Foundation Gallery and the Andre Z. Pascal Gallery are located on the second floor of the Berrie Center and present an intriguing

contemporary exhibition schedule. The Curtain Call Café is a coffee house located in the lobby of the Berrie Center.

In addition to the presentation of works in the Berrie Center, the Academic Complex, B-Wing is home to the Selden Rodman Gallery of Popular Arts, featuring one of the world's most significant collections of Haitian art and related self-taught art. The art galleries also present small shows in the Potter Library Galleries showcasing regional artists and student work.

Center for Innovative and Professional Learning (CIPL)

Rosa Diaz-Mulryan, Assistant Vice President

Location: Suite A-216, Phone: (201) 684-7370

Website: <http://www.ramapo.edu/cipl/>

CIPL supports postgraduate professional education, workforce development, and alternative learning. CIPL is also engaged in internal and external educational partnerships to advance the College, and provides innovative continuous learning opportunities for community members of all ages. Key programs include credit-bearing and non-credit certificate programs, test preparation for SAT, GRE, GMAT and LSAT, and summer youth/pre-college programs for middle school and high school students. Visit: www.ramapo.edu/cipl

College Honors Program

Dr. Peter A. Campbell, Director

Location: College Honors Suite, A-111, Phone: (201) 684- 7110

Website: <http://www.ramapo.edu/honors/>

The Ramapo College Honors Program is a community of faculty and students dedicated to intellectual, creative and moral engagement. Honors students seek excellence through continual guidance and a distinctive curriculum of critical thinking, intercultural and international understanding, experiential learning, service, and interdisciplinary studies. The end of the program is the beginning of an enriched and accomplished life. Ramapo College invites all who have the aspiration, potential and passion for discovery to apply.

Current full-time/four-year students may apply through their fourth semester at the College. Recommendations from two Ramapo faculty members are required together with application materials. The College Honors curriculum takes a minimum of four semesters to complete. Application materials are available online at:

<http://www.ramapo.edu/honors/applications/>. For consideration, students should submit their application materials between January 1 and May 1, prior to the Fall semester for which they are applying. Based on materials submitted, qualified applicants will be invited for an interview by the College Honors Admissions Panel. Decisions of the Panel are made by June. Continued participation in the program is contingent on assessment of coursework, as well as engaged learning and demonstrated commitment to the community and societal impact of his or her work.

Information and Technology Services (ITS)

George Tabback, Chief Information Officer

Location: E-115C, Phone: (201) 684-6842

Website: <http://www.ramapo.edu/its/>

The ITS group supports state-of-the-art computers and software for students in all majors. Computing labs throughout the campus offer access to research-quality, UNIX-based systems for statistical analysis, programming languages, and database engines. Macintosh and Windows-based applications provide students with a rich and stimulating learning environment serving general needs. Computer labs include specialized hardware and software support which assist students in majors such as: accounting, biology, computer science, environmental studies, and graphic arts. All stations are available for coursework and independent study. The campus-wide network provides free access to e-mail, the Internet, and the World Wide Web from offices, classrooms, labs, and residence areas. Students with problems or questions related to computing and information systems should call the Help Desk at (201) 684-7777.

George T. Potter Library

Elizabeth Siecke, College Librarian/Dean

Location: Adjacent to A-Wing, Phone: (201) 684-7575

Website: <http://www.ramapo.edu/library/>

The Potter Library supports the college curriculum with materials in all of its subject areas. Students have access to approximately 175,000 print books and 6,500 e-books. More than 100 databases can be used both on and off campus. Streaming video, along with a large DVD collection, is available. The library subscribes to thousands of online U.S. government documents. There is a computer lab and an Information Literacy Classroom where research skills are taught by library faculty. Students may borrow laptops for a 2-hour loan period. They may be checked out at the Circulation Desk. The library provides free wireless Internet connection on all floors. This service is available to all library patrons with a laptop.

The library's website provides a specific section for *student resources*, including access to electronic course reserves, a "journal finder" for locating print or electronic periodicals, a list of internet academic resources, and course specific research guides created by librarians, along with mobile access. In addition to visiting the library's Research Help Desk, students are encouraged to use the "Ask a Librarian" service to chat with a librarian in real-time, or text, email, or telephone (201) 684-7574. "Like" the library on Facebook or follow the library on Twitter (@potterlibrary) to stay up-to-date with library news and to post comments. The library is open seven days per week during the academic year, and offers extended hours during final exams.

Library Building

First Floor	Circulating book collection A-P, Quiet Study Area
Second Floor	Information Literacy classroom, Periodicals Collection, Center for Reading and Writing
Third Floor	Library entrance, Circulation/Reserves Desk, Research Help Desk and Reference collection, Computer Lab, Reading Lounges, Bestsellers

collection, staff offices, Center for Holocaust and Genocide Studies,
Atrium seating area with vending machines and campus phone
Fourth Floor Circulating book collection Q-Z, Oversize books A-Z, College Archives

Media Services (A/V department)

Jefferson Sampson, Manager

Location: H-205, Phone: (201) 684-7777

Website: <http://www.ramapo.edu/ams/>

The Media Center provides all of the on-campus audio/video needs for academic programs, administrative programs, student clubs, and outside vendors. These services are provided with media equipped rooms and mobile media carts. Media equipped rooms are arranged with a computer, DVD player, visualizer, projector, and wall mounted screen, all operated by a single controller. The available mobile equipment ranges from portable sound systems to computer and projector equipped carts for PowerPoint presentations.

When reserving a room for an event, confirm that all a/v resources are installed in the room and/or make a reservation for any outstanding a/v equipment. Special arrangements are necessary for weekend and evening events, try to anticipate needs so that equipment will be allocated and made available.

The Media Center is able to help faculty and staff create video productions at all phases (shooting, editing, mastering, and replication). The Media Center also consults with faculty and students about ways to make use of media equipment.

The campus television network provides nearly 80 channels of cable television programming. The system provides student entertainment, information, and other campus video services. With this system on campus, students have access to local New York area television stations, along with cable channels such as CNN, FOX News, ESPN, MTV, Telemundo, Univision, and the Weather Channel. The network provides the CampusVision channel for local campus information and updates, and the RCTV channels which present student produced videos.

The Media Center can be contacted by calling the helpdesk at (201) 684-7777 or by sending an email to media@ramapo.edu.

Registrar

Michele Dunn, Registrar

Location: D-224, Phone: (201) 684-7695

Website: <http://www.ramapo.edu/registrar/>

The Office of the Registrar is the central location for the maintenance of student academic records and registration activities. The office oversees many academic functions of the college, including student enrollment and registration; degree and enrollment verifications; maintenance of academic records; graduation processing; production of the college catalog; and classroom scheduling. The staff is available to assist students with on-line registration; transcript requests; class withdrawals and many other registration and records related services.

Roukema Center for International Education

Ben Levy, Director of the Roukema Center for International Education (RCIE)

Location: ASB-123, Phone: (201) 684-7533

Website: <http://www.ramapo.edu/international>

The Roukema Center for International Education (RCIE) is composed of three main units: Study Abroad and Exchange Programs, International Student and Scholars' Services, and the International Center. The RCIE assures coherence in the international agenda of a Ramapo College education, namely the pursuit of international, intercultural, interdisciplinary, and experiential learning. RCIE is a resource center, providing its visitors with a range of expanding services and support.

The Study Abroad Office offers numerous international and domestic off-campus programs that range in length from the academic year, semester, or short-term periods during the winter session, spring break and summer. In consultation with the Study Abroad Team, students can continue to meet their major, minor or general education requirements abroad while pursuing their academic, personal and professional goals as a Ramapo College student.

The International Students and Scholars' Services Office provides a broad range of services including advisement to international students, faculty, staff, and scholars regarding U.S. Federal immigration regulations and procedures; new international students' orientations; referrals relating to personal, social, and academic issues; and a full calendar of social and educational programs of interest to international visitors.

The RCIE recommends both immediate and long-term strategies for the growth and development of international education at Ramapo College and provides advisement related to fostering a campus climate conducive to an interest in international affairs and international education. International education involves a comprehensive approach to learning that intentionally teaches students critical skills in order to be active and engaged participants in a world that transcends boundaries and embraces cultural differences through a series of activities both on and off campus. Students' international experiences can be a powerful, transformative time in their lives. By increasing opportunities for students to not only study but also work abroad, Ramapo College ensures that its graduates develop a distinct personal identity that they can be comfortable with and prepared for an increasingly global workplace.

The internationalization of curricula is quickly becoming a necessity in today's increasingly interdependent world. The International Center provides resources and support for the Ramapo College faculty to further internationalize their courses and provide students the diverse perspectives they need to be confident and competitive. The International Center recognizes the growing importance of the ability to communicate seamlessly across cultural boundaries. The International Center partners with the Ramapo College faculty to strengthen opportunities for students to develop their foreign language and intercultural communication skills that are so vital to today's increasingly globalized world.

ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS

Christopher Romano, Vice President of Enrollment Management and Student Affairs

Location: A-234, Phone: (201) 684-7307

Website: <http://www.ramapo.edu/em/>

The Office of Enrollment Management provides oversight to the offices within Enrollment Management and Student Affairs. Specifically, the Office of Enrollment Management is charged with developing a strategic enrollment management plan (SEM plan) to guide Ramapo College in recruiting, retaining, and graduating an academically prepared, diverse student population of life-long learners. In order to further this goal, Enrollment Management will:

- Develop and establish enrollment projections and goals that align with the mission, vision and goals established in the Ramapo College Strategic Plan;
- Foster student learning and development by providing a recommended sequence of courses and engaging students in their own academic plans;
- Work collaboratively with all offices on campus to ensure the policies, programs and procedures support enrollment goals and student success;
- Provide an environment that is supportive of student goals and responsive to student needs.

Further, Enrollment Management is the office that manages all of the merit-based scholarships that are awarded to incoming students by the Admissions Office and communicates with students on a semester by semester basis on eligibility to maintain those scholarships.

Admissions

Peter Rice, Director

Location: McBride House, Phone: (201) 684-7300

Website: <http://www.ramapo.edu/admissions/>

The Office of Admissions staff develops and oversees all Ramapo College recruitment activities. The office sponsors programs on-campus such as daily tours, Open Houses and accepted student receptions. Guidance and transfer counselors, as well as prospective students, are brought to campus for information sessions and workshops. The Admissions staff visits high schools, community colleges, and various agencies and organizations both in New Jersey and outside of the state to speak about the benefits of attending Ramapo College. The staff processes and reviews all applications for admission to the spring and fall semesters and oversees the Ramapo Admissions Student Ambassador (RASA) Program.

Graduate and Adult Admissions

Anthony Dovi, Interim Associate Director

Location: McBride House Phone: (201) 684-7305

Website: <http://www.ramapo.edu/graduate/>

The Office of Graduate and Adult Admissions staff develops and oversees all Ramapo College recruitment activities for graduate and adult students. The office sponsors programs on-campus such as information sessions and Open House programs. The Admissions staff visits community colleges, and various corporations, hospitals, agencies and organizations both in New Jersey and outside of the state to speak about the benefits of attending Ramapo College. The Admissions staff processes all applications for graduate programs and all applications from students over the age of 25.

Athletics, Intramurals and Recreation

Harold Crocker, Director of Athletics, Intramurals and Recreation

Location: Bill Bradley Sports and Recreation Center (Bradley Center), Phone: (201) 684-7674, Website: <http://www.ramapoathletics.com/>

Athletics at Ramapo College are co-curricular activities and are secondary to a student's academic pursuits. Ramapo College offers a two-tiered sports program: intercollegiate and intramural.

On the varsity level, Ramapo College is a member of the National Collegiate Athletic Association (NCAA) and subscribes to the Division III philosophy. Ramapo College belongs to the New Jersey Athletic Conference (NJAC), the Skyline Conference, Metropolitan Conference (MET) and the Great Northeast Athletic Conference (GNAC). Varsity sports are for those students willing to commit themselves to a program that encourages both individual and team excellence through daily practice sessions and a full season of competition. Varsity athletic team schedules are available online throughout the year at: www.ramapoathletics.com

Students interested in team sports at a less competitive level may turn to an extensive intramural program. Intramurals offer students the chance to play on a team without the demands of intercollegiate athletics. All students enrolled at Ramapo College are eligible for the intramural programs. Interested students may visit the Intramural Department located in the Bradley Center, call (201) 684-7809, or e-mail Todd Lizzo, Director of Intramurals and Recreation at tlizzo@ramapo.edu.

Varsity team schedules are available online throughout the year at: www.ramapoathletics.com under "Sports". Student support of and participation in athletic programs are a vital part of life at Ramapo College. Current students are not charged admission to regularly scheduled athletic events and attendance is encouraged.

How to Participate in the Athletic Program

The intercollegiate program is the highest level of competition offered at Ramapo College. Many of the participants at the varsity level have been recruited to attend the College. Opportunities for participation and trying out for sports teams also exist for non-recruited student athletes. Students may obtain information on a particular team of interest by contacting the coach of that sport at the Bradley Center or inquire through the Office of Athletics at (201) 684-7674.

Information on both the intramural and varsity athletic programs is posted at the Bradley Center as well as on the Athletics website: www.ramapoathletics.com.

Current Co-Ed Intramural Programs

Intramurals: Flag Football, Soccer, Volleyball, Softball, Basketball, Dodge Ball, Tennis, and Ping-Pong and Pool Tournaments.

Aerobic Classes: Zumba, Spinning, Cardio Kickboxing, Crossfit, and Hip-Hop Dance.

Club Sports: Dance, Cheerleading, Archery, Bowling, Roller Hockey, Rock Climbing, Lacrosse, Powerlifting, and Outdoor club.

* Specific dates and times will be posted on the Intramurals website at <http://www.imleagues.com/School/Intramural/Home.aspx?SchID=24838eb9e4e141319a5fb25eeda30d9e> or http://www.ramapoathletics.com/sports/2008/1/21/GEN_0121083958.aspx

Recreation Opportunities/Facilities

The Bradley Center features the following:

- A 16,000 square-foot NCAA-regulation main arena with a state-of-the-art wood flooring system offering seat-back chairs for 1,500 spectators, and additional space for 600 on the floor. This venue can also be used for special event activities;
- An auxiliary gym with synthetic surface courts to accommodate tennis, volleyball, basketball, jogging, and other intramural and recreational activities;
- A climbing wall;
- Dance/aerobic rooms where classes and other activities are held;
- The Sharp Fitness Center, outfitted with aerobic equipment including: treadmills, bicycles, stair steppers, rowing machines, Nordic track, and free weights;
- The Inserra Family Student Recreation Area houses activities such as: foosball, table tennis, billiards, air hockey and a lounge area;
- The Frank and Rebecca Kraus Welcome Center is a glass-enclosed, wedge-shaped atrium that serves as the main entry point for the Bradley Center;
- The Sony Electronic Skybox overlooking the main arena is used as a hospitality suite and meeting room;
- The Konica/Minolta Spectator Lobby is host to the Ramapo College Hall of Fame. It is also used for small receptions and provides concessions for activities in the main arena;
- Team sports have home and visitor locker rooms and lounges, and an athletic training room, which includes: taping tables, hydro-tubs, electric stim and other exam, rehab and training room equipment;
- Computer Room.

Cahill Career Development Center

Beth Ricca, Director

Location: C-209, Phone: (201) 684-7444

Website: <http://www.ramapo.edu/cahill/>

The Cahill Career Development Center offers a comprehensive array of activities, programs and services to help Ramapo College students prepare for their future studies and careers. Experiential Learning is guided by faculty and staff and combines classroom learning with hands-on experience. Some of the primary programs offered by the Cahill Center are:

A team of career advisors provides the resources and strategies for academic major and career decisions, developing career goals, creating a resume, sharpening interview and networking skills, finding full-time, part-time, seasonal and internship opportunities, developing graduate school plans, and making successful career transitions.

Academic Internships (Cooperative Education) allow students to secure positions related to their educational and career goals while earning academic credit. Cooperative Education integrates career advising and academic learning with faculty supervised work experiences in both public and private sectors.

The Student Assistant Program matches both Federal Work-Study (FWS) students and student aides with on campus and off campus programs needing their talents and skills. These positions are available to matriculated, degree-seeking, full-time or part-time students at Ramapo College. Federal Work-Study recipients can explore off-campus placement at community service agencies.

Center for Student Success

Joseph Connell, Director of Student Success

Academic Advisement Location: D-207, Phone: (201) 684-7441

Testing Center Location: Laurel Hall North, Phone: (201) 684-7543

Websites: www.ramapo.edu/studentsuccess

www.ramapo.edu/myadvisor

www.ramapo.edu/connect

www.ramapo.edu/testing

The Center for Student Success provides a comprehensive introduction to the academic and social environment of the campus with a focus on the retention, graduation and success of all Ramapo College students. Student Success facilitates a wide range of services including, Academic Advisement, Connect, Family Day, New Student Orientation, Peer Facilitation, Placement Testing, Welcome Week and Student Success Programs/Workshops.

Student Success serves as the primary academic advisement resource for all students and works collaboratively with faculty and staff in offering optimal services. All first-year students are assigned an advisor in Student Success, with the exception of students with a major in the Salameno School of Humanities and Global Studies (SSHGS). Students who are undeclared are assigned to Student Success and are required to declare a major by the time they earn 64 credits. Appointments for individual advisement sessions can be scheduled for day or evening hours though the online Connect system or by calling (201) 684-7441 or emailing success@ramapo.edu. The Connect system further promotes student learning by acting as a portal for academic support and offering a tool where many faculty share student academic progress.

The Testing Center offers placement tests for courses in English, mathematics and languages. The Center also offers College-Level Examination Program (CLEP) exams, which allow students to earn college credit through demonstrating prior knowledge.

Educational Opportunity Fund Program (EOF)

Deirdre Foreman, Acting Director

Location: D-101, Phone: (201) 684-7544

Website: <http://www.ramapo.edu/eof-program/>

The mission of the EOF Program is to provide support for highly motivated students who exhibit the potential for success, but who come from families/communities disadvantaged by low income and by a lack of high quality college preparation programs. The EOF program provides the support needed to maintain continued enrollment through

graduation. This support includes grants and scholarships in order to minimize the financial burden of college attendance. The Office includes services designed to foster academic success, promote social responsibility and involve students in connecting their education to the world of work and/or graduate study.

Key programs, services, and activities include:

- State EOF grants and institutional aid for the first year through senior year based on financial need and academic merit;
- An EOF Student Development Specialist (Advisor) will serve as an advocate, whose guidance and support helps the student meet their academic, career, financial and personal goals;
- Required participation in a 6 week summer program for first year students prior to the start of their first year of study;
- Funding for the completion of domestic and alternative Spring break programs;
- Funding for educational fees, including but not limited to, licensure exams, professional association dues, language proficiency exams, graduate school applications, test prep courses, admission exams, and career development activities;
- Supplemental instruction, cost-free individual tutoring and peer led group study sessions;
- Career planning courses and programs designed to engage students in the exploration of their interests and their relationship to majors and occupational choices, mentoring for students seeking academic & professional development opportunities, and educational programming addressing work-readiness and career life issues;
- Student recognition events celebrating academic accomplishment and campus leadership contributions, social/cultural programming and the opportunity to participate in service projects/advocacy campaigns targeting social issues/problems.

Financial Aid

F. Shawn O'Neill, Director

Location: E-209, Phone: (201) 684-7549

Website: <http://www.ramapo.edu/finaid/>

The Financial Aid Office staff assists students in applying for Federal, State and institutional aid, and provides counseling and financial planning. This office also determines College Work Study eligibility and processes both non-need and need-based loans.

Veterans Educational Program

Janet H. Capolete, Financial Aid Counselor

(For students with last names beginning A-K)

Location: E – 218A, Phone: (201) 684-7551

Sussy Teijeiro, Financial Aid Counselor

(For students with last names beginning L-Z)

Location: E – 218C, Phone: (201) 684-7552

Website: <http://www.ramapo.edu/finaid/vet-prog/>

The Financial Aid Office administers the Veterans Educational Program. Veterans who are eligible for educational funds through Post 9/11 GI Bill Chapter 33, Chapters 32 (VEAP), 31 (VocRehab), 35 (assistance to qualified dependents), 30 (Montgomery GI Bill), or 1606 (Montgomery GI Bill for Reservists) and the Reserve Education Assistance Program (REAP) Chapter 1607, should contact this office for information and assistance in processing the proper forms for these entitlement programs. Information regarding the New Jersey Department of Military and Veterans Affairs Veterans Tuition Credit Program (VTCP) and the New Jersey National Guard Tuition Waiver Program is also available in this office.

The Office of Marketing & Web Administration

Melissa Horvath-Plyman, Assistant Vice President

Location: D-211, Phone: (201) 684-7081

Website: <http://www.ramapo.edu/marketing-web/>

The Office of Marketing and Web Administration is responsible for overseeing all advertising/marketing for the College, the official College websites and Intranet, and social media channels. The office oversees a yearly media plan and advertising placements that promote the College through print, outdoor signage, digital/web ads, websites, emails, direct mail, video, radio, TV, advertorials, sponsorships, interactive media, apps, social media, events, and all other forms of paid media or promotion. This includes the strategy, messaging, branding, and design of all marketing materials. All marketing and advertising initiatives for the College, as a whole, are coordinated and administrated by this office. The office oversees and maintains official Ramapo College websites including www.ramapo.edu and the Intranet. Web Content Liaisons from each department help to maintain and update the information on the College's websites and Intranet in coordination with the Web team. Training and information sessions for updates and new services are available. The office also develops and coordinates social media campaigns and daily postings as well as monitors the official social media channels of the College. The office staff serves as liaisons with other college offices and units to offer advice and strategic insights on creating, running, and monitoring other social media channels that are associated with the College. To learn more, request training or advice, and contact the staff, visit: <http://www.ramapo.edu/marketing-web/>

Office of Residence Life

Linda Diaz, Director

Location: C-213, Phone: (201) 684-7461

Website: <http://www.ramapo.edu/reslife/>

The Office of Residence Life provides services and support for approximately 2900 students who live on campus. The main office is the place where housing assignments, meal plan changes, housing withdrawals, residential billing and housing selection are processed.

Pine Hall, Linden Hall, Bischoff Hall, Mackin Hall, The Overlook, and Laurel Hall are traditional multi story residence halls that consist of either suites or rooms with private bathrooms. Laurel and the Overlook are managed by Professional Residence Directors. Pine and Linden, Mackin and Bischoff and the two apartment complexes (College Park Apartments and The Village) are all managed by Professional Area Directors with the assistance of a Graduate Residence Director.

Residence Halls have at least one Resident Assistant on each floor. In the two apartment complexes there are Resident Assistants assigned to a building or a cluster of buildings. The Resident Assistants, who also live on campus and work in the hall offices, are supervised by the Graduate Residence Directors and the Professional Residence Directors.

Each building or area has a hall office. All hall offices are the main contact point for all residents living in that particular building or area with the Residence Life staff. The staff in the hall office provides administrative assistance with mail distribution, maintenance requests, recreational equipment sign out, access card questions, room changes and various other services. The Resident Assistants provide overall supervision for their assigned floor/area. They provide programming, act as a resource, enforce College policies, build community, advise and mentor residents, participate in on call duty coverage, work in the hall office and perform a variety of administrative tasks.

The Office of Residence Life provides an online publication entitled “The Guide to Community Living” which includes extensive information about the programs, services, and activities that are part of the residential experience at Ramapo College. For further information about residential living, students can visit the Office of Residence Life web pages to access links to virtual tours of the Residence Halls, information about staff, important dates and information about programs.

<http://www.ramapo.edu/reslife/>

STUDENT AFFAIRS

Melissa Van Der Wall, Dean of Students

Location: C-212, Phone: (201) 684-7456

Website: <http://www.ramapo.edu/student-affairs/>

Student Affairs fosters the developmental, educational and career goals of students in an environment that encourages healthy decision making, responsible citizenship, campus and community engagement and life-long learning. A hallmark of the Ramapo College experience is hands-on learning. Involvement in college governance, clubs and organizations, and all-College committees provides students with opportunities to further their learning and impact the community around them. Following are a few examples of how students can get involved on campus, with the contact unit or division listed in parenthesis. The *Student Leadership Directory*, created by the Center for Student Involvement (CSI) and available on the CSI website (<http://www.ramapo.edu/csi/leadership-directory/>), provides a more comprehensive list.

Examples of Opportunities for Student Involvement and Influence at Ramapo College:

- Mentor and become a resource for first-year students in their First-Year Seminar Course as a Peer Facilitator or as an Orientation Leader (Center for Student Success).
- Become a Women’s Center Volunteer (Center for Student Involvement).
- Become a member of a student organization and consider serving in a leadership capacity (Center for Student Involvement).
- Apply to become an Alternative Break Student Trip Leader or to participate in an Alternative Break (Center for Student Involvement).

- Mentor civic-minded first-year students as a Leaders-in-Service Program Assistant (Center for Student Involvement).
- Apply for SAIL – Sophomores Advancing in Leadership Certificate Program (Center for Student Involvement).
- Work with your Resident Assistant and become a floor leader for the First-Year Student Challenge (Center for Student Involvement and Office of Residence Life).
- Apply to become a Resident Assistant and/or join the Residence Hall Council (RHC), Residence Hall Association (RHA) (Office of Residence Life).
- Become a Global Roadrunner and Study Abroad Peer Mentor (International Education).
- Represent the college as a Ramapo College Student Ambassador (Office of Admissions).
- Serve on the College Disciplinary Review Board (Office of Student Conduct).
- Assume Student Aide and College Work Study positions on campus. (Cahill Career Development Center).
- Be actively involved with campus communication media (Ramapo News, WRPR, RCTV, Yearbook, etc.)
- Interact with the Ramapo College Board of Trustees (Student Affairs):
 - Run for the position of Alternate Student Trustee which leads to serving as the Student Trustee in the second year of service.
 - Present public comments at Board of Trustees meetings.
- Take part in college governance. Be appointed or elected by the Student Government Association, the Board of Trustees, the Foundation Board of Governors or college administrators to serve on all-college committees, Provost Council, school-based Unit Councils (and their committees), or special tasks forces.
- Make appointments with administrators/faculty leaders to discuss concerns about classes, academic and student affairs programs, business practices, etc.
- Students are members of the following important decision making bodies (Division or Unit with administrative responsibility follows committee name):
 - Allocations Committee (Center for Student Involvement)
 - Student Athletic Advisory Committee (Athletics)
 - Student Government Association (SGA) School Senators (School Deans and SGA)
 - Student Government Association Committees (Center for Student Involvement)
 - Commuter Caucus (Center for Student Involvement)
 - College Programming Board (Center for Student Involvement)
 - Heritage Month Planning Committee's (Center for Student Involvement)
 - Diversity Action Committee (DAC Co-Chairs)
 - The Presidents Alcohol and Other Drug (AOD) Advisory Committee (Center for Health and Counseling Services)
 - Anisfield School of Business Dean's Advisory Council

Student Leadership Awards

The Student Leadership Programs Committee is pleased to offer Student Leadership Awards. Award recipients are selected based upon RCNJ campus involvement in leadership activities, including, but not limited to:

- Student Government Association
- Clubs/Organizations/Sororities/Fraternities
- Honor/ Professional Societies
- Community Service/Activism
- Residence Hall Involvement
- Serving as a Peer Facilitator/Tutor/Mentor
- Athletics

Eligibility

In order to be considered for an award, a student must:

- Be currently enrolled as an undergraduate student
- Maintain a 2.5 Cumulative GPA and be in good student conduct standing at the College. Academic and disciplinary histories will be reviewed and may affect award decisions.

In making award decisions, responsibilities for which students were compensated (e.g. RA, Program Assistant, Tutor, etc.) generally carry less weight than non-compensated activities. In such cases, awards may be given if leaders can demonstrate how they went above and beyond the requirements of their positions with examples of outstanding leadership and exemplary work.

Award Descriptions

Student leaders may apply for the following awards which will be presented at the annual Student Leadership Awards Reception:

- **The Pillars Award**
- **Jerome Lee Memorial Award for Outstanding Leadership**
- **Leadership Awards**

Descriptions and Criteria for each award are as follows:

The Pillars Award: This prestigious award honors those senior student leaders who have demonstrated over the course of their career at Ramapo College outstanding leadership, a strong commitment to the mission of the College, and dedication to fostering a positive and inclusive living and learning environment. The recipient should be considered by others to be the product and embodiment of the four Ramapo College pillars of interdisciplinary curriculum, international education, intercultural understanding and experiential learning. The criteria for consideration are as follows:

1. Outstanding contributions to the quality of campus life through sustained participation in co-curricular activities and/or programs.
2. Improvements in the college community through initiation of services or programs which support the college's mission and strategic plan.

3. Distinctive service to the student body through exceptional performance in an established position, whereby the manner in which the duties of that office were discharged have a substantial impact on the quality of student life and campus climate.
4. Performance, leadership, communication, and commitment that reflects the ideals of the four pillars of Ramapo College: interdisciplinary curriculum, international education, intercultural understanding and experiential learning.

Jerome Lee Memorial Award for Outstanding Leadership: The Jerome Lee Memorial Award for Outstanding Leadership is named in honor of the Director of the Student Center who died in 1995. Jerome Lee valued high ethical and moral standards and gladly extended his capacity for human love to all those with whom he came in contact. Applicants for the Jerome Lee Memorial Award should demonstrate in their work within the co-curriculum leadership through grace, human kindness, and the art of gentle persuasion—all traits which characterized Jerome’s work. The Jerome Lee Memorial Award is traditionally awarded to Seniors, but outstanding Juniors may also be considered.

Leadership Award: This award is for students who demonstrate exceptional campus leadership. Awards will be selected by class year (First-Year Student, Sophomore, Junior, and Senior) for RCNJ campus involvement, academics, and leadership.

Contact Information

Students may contact the Student Leadership Programs Committee Chairs for more information:

- Kat McGee: kmcgee@ramapo.edu
- Brandon Martin: bmartin1@ramapo.edu

Council for Faith and Spirituality

Location: Student Center (SC-200), Phone: (201) 684-7251/7593

Website: <http://www.ramapo.edu/students/ministries/>

The pastoral and spiritual needs of Ramapo College, especially those of students, are served by clergy and lay staff who maintain offices in the Student Center. Jewish, Muslim, and Christian faiths are among the faiths represented. Students and others are free to speak with any of the clergy or lay staff in this office regardless of religious affiliation.

Specific information regarding clergy and lay staff, religious services, office hours, special events and affiliated student organizations can be found on the Council bulletin board in the Student Center, as well as on the Council website at:

<http://www.ramapo.edu/students/ministries/index.html>

Center for Health and Counseling Services
Judith Green, Director

Counseling Services

Tal Yonai, Associate Director of Counseling Services

Location: D-216, Phone: (201) 684-7522

Website: <http://www.ramapo.edu/counseling/>

Counseling Services addresses the psychological needs of students through educational, therapeutic, and preventative services. Counseling Services provides free and confidential services to students including time-limited individual counseling, group therapy, crisis intervention and psychiatric services. Counseling Services also provides outreach presentations on topics such as: alcohol/substance abuse, depression, anxiety, and time management to student groups, clubs, and organizations. The Counseling Services staff members are available after hours and on weekends to handle psychological emergencies. The after-hours crisis service may be contacted via The Public Safety Department at (201) 684-6666 (please ask to speak to an Emergency On-Call Counselor).

Health Services

Debra Lukacsko, Associate Director of Health Services

Location: Near the College's South Entrance at the corner of Route 202 and Hornbeam Road, Phone: (201) 684-7536

Website: <http://www.ramapo.edu/health/>

The primary role of the Health Services staff is to keep students healthy, so that they can fully participate in the Ramapo College experience. The main goals of this unit are to educate students regarding responsible health behaviors; to provide treatment and symptom relief of their illnesses; and to teach health measures to prevent the spread of disease to others.

Health Services staff provides diagnostic and primary health care for a wide variety of illnesses. A self-treatment center for minor illnesses and injuries is also available for student use.

Public Safety Department

Vincent Markowski, Director

Location: C-102, Extension: 6666, 7432 (for non-emergencies)

Website: <http://www.ramapo.edu/publicsafety/>

The Public Safety Department personnel patrol the campus to identify and report dangers to persons and property. The office is open 7 days a week, 24 hours a day, 365 days per year with Public Safety Officers stationed in the main Public Safety Booth, on foot patrol, and in vehicles. The staff responds to concerns and complaints dealing with illegal, disruptive, or dangerous behaviors. Additionally, officers will enforce moving and parking violations on campus. Students are encouraged to report all crimes – actual, attempted, or suspected – as well as any other emergencies.

Public Safety Officers are not police officers and do not have arrest powers. The Public Safety Department has a direct hotline to the Mahwah Police Department, who will respond quickly to the College.

In addition to being trained in campus safety procedures, Public Safety Officers have had First Aid, CPR, defibrillator training, alcohol assessment training, as well as training in

working within a diverse student population. The Public Safety Department commissions Campus Outreach Officers to work with the campus community and initiate programs/trainings such as Campus/Personal Safety, R.A.D (Rape Aggression Defense) Systems of Self Defense, etc. To arrange for a presentation email: psoutreach@ramapo.edu. The Public Safety Department maintains statistics on all reported campus crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and publishes a yearly report that is available in public places throughout the campus and online.

Students, staff and faculty can obtain a College ID Card and receive assistance / information regarding the issuance of parking permits in Public Safety, C101 or via the web at: www.ramapo.thepermitstore.com

The College's Lost and Found is also housed in the Public Safety Department.

Office of Student Conduct

Kathleen Hallissey, Director

Location: C-216, Phone: (201) 684-7869

Website: <http://www.ramapo.edu/student-conduct/>

The Office of Student Conduct is responsible for adjudicating all college policy violations related to students. The Office of Student Conduct staff will assist in the development of responsible student behavior and educate students as to the purpose and importance of abiding by policies. Students are expected to be responsible community members, demonstrate integrity in their decision making, and practice civility throughout and beyond the College. Student misconduct and disruptive behaviors are addressed through a fair and impartial process complimented by sanctions which are designed to ensure continued and future adherence to the Code of Conduct. The Office of Student Conduct staff advises students of their rights and responsibilities in the disciplinary process, assists in the development of responsible student behavior, and educates students as to the purpose and importance of abiding by policies.

Office of Specialized Services (OSS)

David Nast, Director

Location: C-205, Phone: (201) 684-7514 TDD: (201) 684-7092

Website: <http://www.ramapo.edu/students/oss/>

The OSS staff facilitates access to the programs and activities of the College for students with documented physical, sensory, learning, and/or psychological disabilities. Equal access services include arranging classroom, testing, and housing accommodations. A dedicated computer laboratory with assistive technology is located in C-211.

Academic support services available to eligible students through a U.S. Department of Education TRiO Student Support Services grant include advisement/course selection, tutoring, career counseling, adaptive computer technology instruction, and independent living counseling.

L.E.A.R.N. (Learning Enhancement And Resource Network) is a joint program coordinated among the Center for Health and Counseling Services, OSS, and St. Clare's Hospital. The

L.E.A.R.N. staff provides on-going support to students with anxiety, depression and other documented mental health diagnoses. Self-referrals can be made by calling (973) 625-7045.

Center for Student Involvement

Rick Brown, Director

Locations: Scott Student Center, SC-200, Phone: (201) 684-7593

Civic and Community Engagement Center, SC-213, Phone: (201) 684-7586

Women's Center, C-220, Phone: (201) 684-7468

Website: <http://www.ramapo.edu/csi/>

The Center for Student Involvement (CSI) provides co-curricular programs, activities and services to promote student learning and success. CSI supports the development of students as globally conscious citizens and active partners in our communities. Through these efforts, CSI fosters inclusive environments where students can explore their identities and celebrate diversity. By challenging and supporting individuals, clubs, and organizations, CSI empowers students to live and lead with integrity.

Students may obtain further details regarding programs and services within the Center for Student Involvement and how to get involved by visiting the following Websites:

Center for Student Involvement

<http://www.ramapo.edu/csi/>

Fraternity and Sorority Life

<http://www.ramapo.edu/students/greek/profiles.html>

The Women's Center

<http://www.ramapo.edu/womenscenter/>

Civic and Community Engagement Center

<http://www.ramapo.edu/ccec/>

Clubs and Organizations

<http://www.ramapo.edu/clubs/>

Council for Faith and Spirituality

<http://www.ramapo.edu/ministries/>

Clubs and Organizations (Overview)

Student clubs and organizations are recognized as important parts of the overall learning experience. Students are urged to take advantage of the many opportunities available.

There are more than 120 clubs and organizations on campus, including cultural, academic, religious, recreational, entertainment, political, and social groups. Clubs and organizations provide student members with opportunities to meet new people, get involved in the community, increase their skills and overall learning, and provide lifelong memories of their college years.

Clubs and organizations at the College are run by students under the general advisement of

the Center for Student Involvement. Each group has a faculty or staff advisor and operates under its own constitution, according to the interests and enthusiasm of its membership.

If students browse through this list and find their interests are not represented, they should inquire at the Center for Student Involvement about starting a new club or organization. Once the College recognizes an organization, it is eligible to request financial support from the Allocations Committee.

Up-to-date information regarding meetings and activities for each organization may be obtained on the student activities website, <http://www.ramapo.edu/in-the-loop/>. This information, as well as additional information about membership and advisors, is available by visiting the Center for Student Involvement in SC 200.

Student Clubs/Organizations (College-Recognized)

A "recognized" club is one whose membership is open to all students of the College and sponsors meetings, events, and programs open to the entire community.

A current and complete list of all recognized clubs is available at:

<http://www.ramapo.edu/clubs>

Fraternity and Sorority Life

The mission of the Office of Fraternity and Sorority Life is to enhance student development through involvement in Greek-lettered organizations. The Office of Fraternity and Sorority Life strives to cultivate a fraternal community, committed to ensuring the success of its members using their own values and espousing excellence in leadership, academia, ritual, service, inter-fraternal connections, community development, and diversity. The Office promotes the interaction and engagement between students and faculty/staff to foster relationships and exchange ideas on the improvement of community. The cultivation of such community is reflective of the ideas and values of the Center for Student Involvement and Ramapo College.

Ramapo College currently has 23 social fraternities/sororities and 4 professionally based fraternities. Registered students with 12 credits and a 2.5 GPA and registered students with 24 credits and a 2.25 GPA are eligible to join an organization.

To learn more about The Office of Fraternity & Sorority Life and the organizations please visit our website at: <http://www.ramapo.edu/greek>

HONOR SOCIETIES

The College values academic achievement and student service. It fosters these values by providing students with opportunities to join honor societies that acknowledge students whose academic accomplishments and/or service have been exemplary and who meet the criteria for membership established by these national and local organizations.

Honor Societies are chapters of national organizations that recognize and promote excellence in academic and extracurricular areas. Honor societies are selective organizations. Eligibility for membership is based on criteria established by the national organizations. Induction ceremonies are held annually for each honor society.

Students who are interested in joining an honor society should contact the faculty or staff advisor for the honor societies for information about the application process and membership criteria.

For further information and for a list of Ramapo College honor societies, please visit this link <http://www.ramapo.edu/honors-soc/>

ADMINISTRATION AND FINANCE

TBA, Vice President of Administration and Finance

Location: Birch Mansion-213, Phone: (201) 684-7621

Website: <http://www.ramapo.edu/admin-fin/>

The Division of Administration and Finance supports the College's commitment to excellence by providing quality and timely services that assist the College in achieving its mission.

The Division provides administrative and physical infrastructure services encompassing: financial management and reporting; budgeting; human resources management; business services; facilities planning, design, construction, maintenance, and operations; purchasing and receiving; billing, collection, and accounting functions; the mailroom and storeroom; Sodexo (the campus dining service), and Follett (the campus store); and employee benefits and payroll. The following units within this division are of particular interest to students: the Campus Store, Dining Services, Business Services, Office of Facilities Management, and the Department of Human Resources.

Bursar's Office

Arthur Chill, Bursar

Location: D-Wing, First Floor, Phone: (201) 684-7495

Website: <http://www.ramapo.edu/bursar>

The Bursar's Office is the primary manager of student accounts. It is the mission of the Bursar's Office to safeguard the assets of the College while providing professional, courteous, and efficient service to students, parents, college personnel and external agencies and organizations. In this capacity, the Bursar's Office adheres to all departmental, College, State, and Federal policies and procedures. The primary focus is upon customer service and fiscal responsibility. A proactive approach is used in the collection of all outstanding indebtedness. By enrolling at Ramapo College, a student is accountable to pay all of the charges incurred for a given term by the published deadline. However, the Bursar's Office makes every effort to accommodate families experiencing financial difficulties. Functions include cashiering, billing, collection of current and delinquent accounts, disseminating accurate information relating to a student's financial account, calculating and processing student refunds, providing and maintaining tuition payment plans, and Lifetime Learning Tax Credit and HOPE Scholarship 1098-T form information.

Campus Store

Vendor: Follett Higher Education Group

Teresa King, Store Manager

Location: Scott Student Center, 2nd Floor

Phone: (201) 684-7800 or (201) 825-8770

Website: <http://www.ramaposhop.com>

The Campus Store is a source for many student, staff, and faculty needs. A complete inventory of required and recommended course materials including new, used, digital and rentable textbooks, are offered at the start of every semester. Textbooks can be purchased at the store or purchased on the website at www.ramaposhop.com

The Campus Store also carries a complete selection of school supplies, study aids, calculators, backpacks, apparel, gifts, greeting cards, snacks, soda, and magazines. Hours of operation are always posted at the store and on the website listed below:

<http://www.ramapo.edu/students/store.html>

Dining Services

Vendor: Sodexo

Jeffrey R. Dannhardt, General Manager

Website: Ramapo.sodexomyway.com

Locations:

Birch Tree Inn, Student Center, Phone: (201) 684-7162

Catering Services, Student Center, Phone: (201) 684-7772

Convenience Store, Trustees Pavilion, Phone: (201) 684-7883

Curtain Call Café, Berrie Center, Phone: (201) 684-7895

Pavilion Dining, Trustees Pavilion, Phone: (201) 684-7805

The Atrium, Student Center, Phone: (201) 684-7773

Atrium: This retail operation features diverse offerings to suit every need. The Grill offers freshly made burgers, chicken, vegetable burgers and hand cut fries, as well as a selection of limited time offers and featured specials. The Deli offers a wide variety of hot and cold subs on freshly baked rolls, bagels or wraps. New this year is a quick serve Mexican station offering up daily favorites and featured specials. “Mein Bowl”, also new, will feature stir fried specials and sushi rolled to order. “Simply to Go” items are available for customers in a hurry. These items include fresh fruit, pre-made salads and sandwiches, yogurt, fresh bakery items, bottled and fountain beverages, and much more. Students and staff may use cash, credit card, flex dollars or purchase “Ramapo Dollars” which can be applied to their own personal declining balance account. “Ramapo Dollars” is voluntary and can be purchased at any time in any increment. All requests should be emailed to: ramapodollars@ramapo.edu with the SUBJECT LINE: Ramapo Dollar Request and the semester. The email should include, complete first and last name, Banner ID Number (R-Number), Ramapo Dollar Amount. It will take at least 3 business days to process requests.

Curtain Call Café: This location is a “We Proudly Brew Starbucks” coffee house which offers an array of made-to-order premium coffee items, “Simply to Go” items and assorted pastries. Cash, credit card, flex dollars and Ramapo dollars are accepted at this location.

Birch Tree Inn and Pavilion: These two restaurants are designed for students in the residence halls as well as commuters, and operate as “all you care to eat” operations. Customers can either purchase a meal plan or pay cash, credit card, flex or “Ramapo Dollars.” Daily selections include pizza, grill items, “hometown entrees”, deli made to order, salad bar, fresh fruit, cereal, bakery items, fountain beverages, and much more. The Birch Tree Inn is located on the first floor of the Student Center and the Pavilion dining room is

located in the Trustees Pavilion.

Convenience Store: The Convenience Store is located in the Trustees Pavilion. This facility offers basic necessities such as laundry detergent, toiletries, and limited household items, as well as convenience foods such as snacks, beverages and frozen entrees. Cash, credit card, flex dollars and Ramapo dollars are accepted at this location

Adler Café: Opening in fall 2015, this location will feature a seasonal menu serving both made to order and “Simply to Go” menu items focusing on seasonal and local products. Hot and cold beverages will also be available.

Further information regarding operating hours, meal plans, and menus is available on the dining services website at: ramapo.sodexomyway.com

Office of Facilities Management

Ronald Martucci, Director

Location: Physical Plant, Phone: (201) 684-7663

Website: <http://www.ramapo.edu/facultystaff/facilities/>

The Office of Facilities Management is responsible for overall maintenance of the campus. Staff provides cleaning services and performs necessary maintenance and repairs in the academic and administrative buildings, as well as the residence halls. In addition to the set up and breakdown of spaces used for conferences and special events, staff maintains the set-ups in all classroom, lounge, and meeting spaces. This unit is also responsible for grounds maintenance, including the athletic field complex. Residents are asked to contact their hall office if they have work requests.

Department of Human Resources

David Vernon, Director

Location: D-108, Phone: (201) 684-7506

Website: <http://www.ramapo.edu/hr/>

The Department of Human Resources provides strategic and administrative human resources services to administration, faculty, staff, and student employees. The Department of Human Resources offers a full spectrum of human resources services to support the mission of the College; foster employee engagement; build a diverse, inclusive, and empowered workforce across all employee classifications, and; establish trusted relationships through clear communication, fact-based decision making, and mutual respect. The Department is responsible for: benefits administration, employee services and records, recruitment and retention, classification and compensation, training/development for classified staff and managers, and administration of labor relations for classified personnel (CWA and IFPTE). The Department’s work dovetails with the Office of Employee Relations which administers the collective bargaining agreement between the College and the American Federation of Teachers (AFT) for faculty and AFT professionals.

INSTITUTIONAL ADVANCEMENT

Cathleen Davey, Vice President and Executive Director Ramapo College Foundation

Location: Birch Mansion-106, Phone: (201) 684-7611/7612

Website: <http://www.ramapo.edu/administration/instadvancement/>

The Division of Institutional Advancement and the Ramapo College Foundation share a mission to provide the resources that make the difference in Ramapo College's quest for educational excellence.

Alumni, corporate, media and community relations; grants seeking from federal, state and private foundations are the primary responsibilities of the Division. The staff strives to create mutually beneficial partnerships that will enhance teaching and learning, support student engagement, secure donations for annual and capital needs and coordinate successful fund raising events. The proceeds are used for scholarships, faculty development, cultural programs, networking opportunities and college projects. Revenues from grants support faculty and staff research projects, student initiatives, and College programs. Please note, that all solicitations made on behalf of the College of charitable gifts of any sort (cash, securities, real or personal property, equipment or gifts-in-kind) by any means (mail, telephone, email, personal visit or other) and without contractual obligations by the College is overseen and coordinated by the Office of Institutional Advancement.

The Division sponsors a number of activities that are open to students, such as the Summer Concert Series, Senior Gift Drive, and activities for graduating seniors and their families. Representation on the Foundation Board of Governors is also open to students who must complete an application process in the spring semester of each year for consideration.

The Division is a resource to students for private scholarships and support for student organizations through the Foundation Allocations Grant process. Throughout the academic year, the Foundation supports experiential learning programs in each of the College's five schools. Employment opportunities for students are also available in the Division through work study.

Office of Communications and Public Relations

TBA, Associate Vice President for Communications and Public Relations

Location: D-211, Phone: (201) 684-7602

Website: <http://www.ramapo.edu/public-relations/>

The Office of Communications and Public Relations oversees college-wide public relations, publications, photography and printing. The office develops and implements public relations, media and other communications strategies to generate awareness about and interest in the College, its programs, faculty and students. It is concerned broadly with the College's relations with donors, alumni, visitors, parents, legislators, employers and other key constituents. The Office provides public relations counsel to the Trustees, Cabinet and other top administrators; strategizes on crises and issues, and serves as the manager of the institution's image. The office staff develops human interest stories, news releases and announcements about the College, its members and campus events. The office serves as the liaison between College and media. Students who receive special recognition, honors, or awards should provide their information to this office. If contacted by a reporter regarding a college matter, students should contact the office. The office is also responsible for posting messages on the Route 202 electronic signboard. Students can find comprehensive information about Ramapo College and access to both the My Ramapo portal and Web for Students on the Campus Communications website:

[\(https://www.ramapo.edu/communications/\)](https://www.ramapo.edu/communications/).

Events and Conferences

Deborah Spina, Director

Location: D-104, Phone: (201) 684-7590

Website: <http://www.ramapo.edu/conferences/>

The Office of Events and Conferences (E&C) coordinates all scheduling and support services for administrative, faculty, staff, student, and external use of non-residential, indoor and outdoor College space for meetings, social and academic events, entertainment, conferences, as well as private events for the community and external organizations. E&C schedules campus space for RCNJ clubs and organizations, including the Scott Student Center, Berrie Center, Bradley Sports and Recreation Center, Salameno Spiritual Center, table space (Student Center and Fish Bowl), and outdoor spaces such as the Bandshell and Roadrunner Courts.

To see available and scheduled space or to submit a space reservation request, students can find the RESSOnline link on the homepage or go to:

<http://ress.ramapo.edu/ress/reslist.asp>. Policies, forms, space descriptions, blank and sample diagrams, and photos of campus spaces may be found on the Events and Conferences web site.

Krame Center for Contemplative Studies and Mindful Living

James Morley, Director, jmorley@ramapo.edu

Location: ASB-420, Phone: (201) 684-7659

Website: <http://www.ramapo.edu/kramecenter/>

The Krame Center for Contemplative Studies and Mindful Living aims to establish Ramapo College as a distinctive center for education, training, personal enrichment, consultation, and research on the philosophical concepts and applied practices associated with mindfulness. The Center shall contribute to the academic and social fabric of Ramapo College by fostering collaboration, research and contemplative practice among faculty, staff, students, and regional business and community partners.

COLLEGE POLICIES AND PROCEDURES

ACADEMIC CALENDAR

The College has an academic calendar which sets forth the deadline dates for academic eligibility and specific grading policies published for every semester. Students' actions and decisions regarding requests for add/drop, refunds, withdrawals, incompletes and several other functions should be guided by the dates published on the academic calendar. Students are responsible for knowing these dates and complying with the strictly adhered to deadlines. Current and future academic calendars may be found here:
<http://www.ramapo.edu/academic-calendars/>

ACADEMIC INTEGRITY

All members of the community are expected to be honest and forthright in their academic endeavors. Since violations of academic integrity erode community confidence and undermine the pursuit of truth and knowledge at the College, academic dishonesty is not acceptable.

Procedure

Responsibilities

The Office of the Provost has responsibility for the oversight and enforcement of the Academic Integrity Policy and for making the policy an institutional priority. The Office of the Provost is also responsible for publishing the policy and for educating both faculty, staff, and students about the policy.

Faculty members play a crucial role in implementing the Academic Integrity Policy. They are responsible for educating their students about the importance of academic integrity and for communicating to students their expectations with respect to academic integrity in course work. They also report alleged violations of the policy to the Vice Provost.

Students have the responsibility to know and understand the Academic Integrity Policy, to comply with the policy in their academic work, and to inform the faculty and/or the Vice Provost if they are aware of violations of the Academic Integrity Policy.

Criteria

There are four (4) broad forms of academic dishonesty:

1. Cheating

Cheating is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise. Examples of cheating include, but are not limited to:

- copying from another student's work;
- allowing another student to copy his/her work;
- using unauthorized materials such as a textbook, notebook, or electronic devices during an examination;

- using specifically prepared materials, such as notes written on clothing, or other unauthorized notes, formula lists, etc., during an examination;
- collaborating with another person during an examination by giving or receiving information without authorization from the instructor;
- taking a test for another person or asking or allowing another to take the student's own test.

2. Plagiarism

Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete, accurate, and specific footnote or endnote references; additionally, verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a student should be sure to include an acknowledgment of indebtedness:

- whenever he or she quotes another person's words directly;
- whenever he or she uses another person's ideas, opinions, or theories, even if they have been completely paraphrased in one's own words;
- whenever he or she allows another individual to contribute to the work in some significant fashion (for instance, through editing or sharing of ideas);
- whenever he or she uses facts, statistics, or other illustrative material taken from a source, unless the information is common knowledge.

Examples of standard citation formats can be found on the George T. Potter Library Website: [Library Website: Citation Manuals and Style Guides](#)

3. Academic Misconduct

Academic misconduct includes the alteration of grades, involvement in the acquisition or distribution of un-administered tests, and the unauthorized submission of student work in more than one class. Examples of academic misconduct include, but are not limited to:

- changing, altering, falsifying, or being the accessory to the changing, altering, or falsifying of a grade report or form, transcript, or other academic record, or entering any computer system or College office or building for that purpose;
- stealing, buying, selling, giving way, or otherwise obtaining all or part of any un-administered test or paper or entering any computer system or College office or building for the purpose of obtaining an un-administered test;
- submitting written work (in whole or in significant part) to fulfill the requirements of more than one course without the explicit permission of both instructors;
- disregarding policies governing the use of human subjects or animals in research;
- sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment;

- knowingly facilitating a violation of the academic integrity policy by another person.

4. Fabrication

Fabrication refers to the use of invented information or the falsification of research or other findings. Examples of fabrication include, but are not limited to:

- citing information not taken from the source indicated;
- citing of sources in a “works cited” that were not used in that project;
- altering, stealing, and/or falsifying research data used in research reports, theses, or dissertations;
- submitting as one’s own any academic work prepared in whole or in part by others, including the use of another’s identity;
- falsifying information or signatures on registration, withdrawal, or other academic forms and records.

Reporting Violations

In order to ensure due process, any member of the community who is aware of a violation of the Academic Integrity Policy is expected to report the incident to the Vice Provost. A faculty member may choose to resolve the incident him/herself or send the case to the Vice Provost for review (see below). In either case, the faculty member reports the incident to the Vice Provost on the reporting form, which serves not only to report the incident but also to record the finding and the sanction in situations in which the faculty member chooses to resolve the case. A faculty member is encouraged to report an alleged violation of academic integrity within 30 days of the discovery of the alleged violation but must do so no later than the last day to submit grades for the term in which the alleged violation occurred. A faculty member may report an incident after that date, but only if he/she has new evidence.

Hearing Process

A faculty member has the option of resolving a case of an alleged violation of the Academic Integrity Policy with the student or referring the case to Vice Provost. When an unresolved case reaches the Vice Provost, he/she will determine the factual sufficiency of the case and identify the appropriate hearing body, either the Vice Provost or the Academic Integrity Board, which is charged with hearing cases that may result in Suspension or Expulsion, cases of students found responsible for prior offences, and other cases that the Vice Provost would like the board to review. The Vice Provost will also send to the board for review a case resolved by the faculty member that constitutes a second or subsequent violation.

- *Resolution by the faculty member.*
A faculty member may choose to resolve the case him/herself. The faculty member will notify the student of the allegation in writing and arrange a review conference with the student, reminding the student to review the Academic Integrity Policy and Procedure before the meeting. At the conference, the faculty member will present the evidence to the student and give the student two options: to resolve the case with the faculty member or to send the case to the Vice Provost for further review. If the student elects to resolve the case with the faculty member, the faculty member will issue a finding (i.e., responsible or not responsible for violating the Academic

Integrity Policy) and, if responsible, a sanction. Sanctions may include requiring students to redo the assignment or to retake the exam with or without penalty, assigning a failing grade on the assignment or the exam, or assigning a failing grade for the course. The faculty member may also recommend that a student seek the support, for example, of the Center for Reading and Writing. The faculty member reports the incident as well as the finding and the sanction on the reporting form and submits it with all supporting documents to the Vice Provost. The Vice Provost will acknowledge receipt of the report via Ramapo e-mail. If, once the case is reported, the Vice Provost determines that the student has been found responsible for a prior offense; the Vice Provost may refer the case to the Academic Integrity Board for review. The finding and the sanction of the Academic Integrity Board override the finding and the sanction of the faculty member.

If the student or the faculty member prefers the case to be reviewed by the Vice Provost, if the student fails to attend the scheduled conference with the faculty member, if the student contests the faculty member's finding and/or sanction, or if the case is not otherwise resolved, the faculty member must refer the matter to the Vice Provost for further review and resolution. If the case is referred to the Vice Provost, the faculty member must provide all pertinent documentation and evidence to the Vice Provost with the specific factual allegations set forth on the reporting form.

Once the allegation of a violation is made to the Office of the Provost, the Vice Provost (or the Vice Provost's designee) will determine the factual sufficiency of the case. The Vice Provost will also determine the Hearing Officer/body (i.e., the Vice Provost or the Academic Integrity Board), depending on the nature and the severity of the case. If the Vice Provost (or his/her designee) determines that the case has factual sufficiency, he/she will charge the student with violating the Academic Integrity Policy via e-mail. The charge will include the hearing date and the hearing body.

- *Resolution by the Vice Provost.*
The Vice Provost (or designee) will hear cases that, while serious, are not egregious enough to result in Suspension or Expulsion from the College. The Vice Provost (or designee) will arrange a hearing with the student. At the hearing, the Vice Provost (or designee) will review the policy and procedure, present the evidence to the student, and determine the finding (responsible or not responsible for violating the Academic Integrity Policy) and, if responsible, the sanction. Sanctions may include, but are not limited to, issuing an official warning, requiring the student to redo the assignment or to retake the exam with or without penalty, requiring the student to seek the services of the Center for Reading and Writing, assigning a failing grade on the assignment or the exam, assigning a failing grade for the course, suspending the student from activity privileges, and/or placing the student on disciplinary probation. Failure to comply with sanctions by the prescribed time may result in a registration hold or other disciplinary action. For specific definitions of these sanctions, the student should consult section N of the Code of Conduct. The Vice Provost will

communicate the finding and the sanction (if applicable) to the student and the faculty member via Ramapo e-mail.

- *Resolution by the Academic Integrity Board.*

The Academic Integrity Board will hear all cases of students found responsible for prior offenses as well as all other cases that, because of their egregiousness, may result in Suspension or Expulsion from the College. Egregious cases may include, but are not limited to, ones in which graduate students allegedly plagiarized any part of their theses or capstone projects. In addition, the Vice Provost (or designee) reserves the right to send to the board for review any case at any time for any reason. The board is comprised of five members: two matriculated students and three faculty and/or professional staff. A quorum consists of three members of the board. The Vice Provost appoints board members upon positive recommendation from Deans (in the case of faculty), divisional vice presidents (in the case of professional staff), and any faculty member, administrator, or professional staff member (in the case of students). The Vice Provost also trains each new board member for service on the board and apprises the entire board of any approved procedural changes. The Vice Provost (or designee) will provide the student with the option to meet prior to the hearing to present the evidence and to review the policy and procedure. At the hearing, the Vice Provost (or designee) will serve as Board Advisor and, in that capacity, will present evidence, comment on procedure and admissibility of evidence, manage the hearing, and protect the rights of all parties. In addition, the Board Advisor has the right to remove from the hearing any individual who disrupts the hearing or otherwise fails to follow the procedures outlined in this policy. The Board Advisor will be present during the deliberations of the board but will not vote. The board will hear testimony from, and pose questions to, the student, the complainant, and any witnesses. The student will in turn have an opportunity to question anyone who provides information at the hearing and to respond to any evidence presented against him/her. After the hearing, the board will determine the finding (responsible or not responsible for violating the Academic Integrity Policy) and, if responsible, the sanction. Sanctions may include Suspension or Expulsion as well as the imposition of lesser sanctions as appropriate. Graduate students found responsible for plagiarizing any part of their theses or capstone projects may be sanctioned with permanent dismissal from their programs in addition to or instead of other sanctions as appropriate. Failure to comply with sanctions by the prescribed time may result in a registration hold or other disciplinary action. The Vice Provost will communicate the finding and the sanction (if applicable) to the student and the faculty member via Ramapo e-mail.

Procedural Protection

For any hearing conducted by the Vice Provost or the Academic Integrity Board, the student shall have the following procedural protections:

1. The student will receive, in addition to the reporting form, written notice of the charges that is dated at least three (3) business days prior to any scheduled hearing with the Vice Provost (or designee) and seven (7) business days prior to any scheduled hearing with the Academic Integrity Board. A student may relinquish his

- or her right to the notification period by signing and executing a waiver with the Office of the Provost. All correspondence will be sent to the student's Ramapo College e-mail address. It is the responsibility of the student to access his/her electronic mail on a daily basis.
2. The student will have reasonable access to the case file prior to and during the hearing, provided that all reviews of files must take place in the Office of the Provost. All case materials shall be retained in the Office of the Provost.
 3. The burden of proof shall be upon the complainant, who must establish that the person charged is responsible for the conduct violation "more likely than not" based on the credible evidence. This "preponderance of the evidence" standard is a lower one than the "beyond a reasonable doubt" standard employed in criminal prosecutions within the court system.
 4. The student has the right to remain silent and not to present evidence against him/herself.
 5. The student has the opportunity both to question those who provide information at the proceeding and to respond to any information being presented against her/him. Formal rules of evidence shall not be applicable pursuant to the Code of Conduct. The Hearing Officer or Board Advisor, as applicable, shall give effect to the rules of confidentiality and privilege but shall otherwise admit all information for consideration that reasonable persons would accept as having material value. Unduly repetitious or irrelevant information may be excluded.
 6. Any member of the College may, upon showing relevance and necessity, request witnesses to appear at a hearing conducted by the Vice Provost or the Academic Integrity Board. Character witnesses are not permissible in campus disciplinary proceedings. It is the responsibility of the complainant and the charged student to notify the Vice Provost, by fax, electronic mail, or in writing of the persons they wish called as witnesses at least three (3) business days before the proceeding. The Vice Provost will notify students who are identified as witnesses that their appearance is expected. It is generally expected that witnesses will appear in person to give testimony. Under rare circumstances, a signed, dated, and notarized statement of a witness who is unable to appear or who has been excused may be introduced at a proceeding. The decision as to whether such a document or any other alternative means of testimony may be used lies solely with the Vice Provost. Under extraordinary circumstances, the Vice Provost may require students to serve as witnesses. Students who refuse to appear as witnesses for either the complainant or the charged student may be charged with "failure to comply with the directions of College officials, including campus Public Safety officers, or officers of the law, acting in performance of their duties (Code H.17)." Witnesses will be excluded from the proceeding during the testimony of other witnesses. All parties to the case and witnesses shall be excluded during any deliberations determining responsibility or sanctions.
 7. A student charged with alleged violations, complainants, and witnesses may be accompanied by an advisor, who may be an attorney, to the hearing. An advisor may provide counsel to the student but may not speak on his/her behalf nor appear in lieu of the student. A student who wishes to have an attorney as an advisor must inform the Vice Provost, in writing by fax, electronic mail, or by telephone at least three (3) business days before the scheduled hearing. When informed that an attorney will be present at the proceeding, the College may consult with General

- Counsel and/or the New Jersey State Attorney General's Office for advice on whether legal counsel for the College should also be present.
8. In accordance with current guidelines established in the Family Educational Rights and Privacy Act (FERPA), the New Jersey Open Public Records Act (OPRA) and implemented by Ramapo College, the record of most disciplinary proceeding's findings is not open to the public.
 9. In cases in which a student charged does not appear after proper notice and has no justifiable reason for non-appearance, the finding will be an "uncontested admission of violation," and an appropriate sanction will be imposed.
 10. A student will be subjected to the College's student conduct process if the alleged violation occurred while s/he was a registered student. In cases where a student charged withdraws from the College prior to the disciplinary proceeding, the student conduct process will not be deferred.
 11. Hearings will not be postponed unless under unusual circumstances set forth in the "Justifiable Excuse" policy for non-appearance. The policy is available in the Office of the Provost. The process is designed to be educational in nature and support the student speaking for herself/himself; therefore, only the responding student may make a request to postpone a hearing. Requests by third parties, including counsel, will not be considered.
 12. Where Suspension or Expulsion is a possible sanction, proceedings will be recorded. Other proceedings may be recorded at the discretion of the College. These recordings are solely for the purpose of providing assistance to the Hearing Officer, the members of the Academic Integrity Board, and the appeals officer in their deliberations. These recordings remain the property of the College and constitute an official record of the proceeding.
 13. Final decisions and a listing of any sanctions imposed will be noted by the Hearing Officer or the Board Advisor, who will be responsible for ensuring such information is conveyed in writing to the charged student and to all others as deemed necessary or appropriate. The finding will be e-mailed to the charged student no later than ten (10) business days following the date of the hearing. Notification of others with a need or right to know under the law will only take place after all possible appeal processes have upheld the finding.

College Honors Program

If the student is found to have violated the Academic Integrity Policy and is enrolled in the College Honors Program, the Director of the College Honors Program will be notified in order to review the student's status in the program.

Final Grades

When a student is suspected of academic dishonesty and the case is not resolved prior to the official submission of final grades to the Registrar's Office, the Vice Provost will assign a Z grade for the course involved, using a Z grade form. Once a Z grade has been issued, the procedures described under "Hearing Process" will be followed.

Repeat / Fail (RF) Option

If a student receives an F in a course in which an Academic Integrity violation occurred and a sanction was imposed, the course is not eligible for RF grading.

Appeal Procedures

A student who is found responsible of violating the Academic Integrity Policy may appeal the decision of the Academic Integrity Board only if certain circumstances exist. The student may not appeal the decision of the faculty member or the Vice Provost. Appeals may be made only if:

- sanctions are grossly disproportionate to the offense, and/or
- specific procedural errors or errors in interpretations of College regulations were substantial, and/or
- new and significant evidence becomes available which could not have been discovered by a properly conducted investigation prior to or during the original hearing.
-

The following procedures apply to appeals:

- An appeal must be submitted by the student in writing to the Provost within five (5) business days from the date of the letter of finding. Failure to appeal within the allotted time will render the original decision final and conclusive.
- The Provost reserves the right to hear the appeal and will reject any appeal that does not offer clear evidence that one of the heretofore mentioned circumstances applies.
- In the case in which an appeal is filed in writing, the imposition of the sanction will be delayed.
- Appeals shall be decided only upon the record of the original proceeding and upon the written letter of appeal. Reversal or modification of sanction, or a finding of not responsible, may only occur if one of the heretofore mentioned circumstances applies.

Retention of Records

Case files will be retained in the Office of the Provost until five (5) years after graduation or termination.

ACADEMIC STANDING

Ramapo College of New Jersey has established standards for academic good standing which apply to all students (matriculated and non-matriculated), as follows:

- Students who have attempted or earned 12 or more credits should have at least a 2.0 cumulative grade point average.
- Students should have at least a 2.0 cumulative grade point average as well as at least a 2.0 cumulative grade point average in their major(s) to graduate.

Credits and grades of all Ramapo course work contribute to the cumulative grade point average. Courses transferred from other colleges count only as credits earned; accompanying grades are NOT calculated toward the grade point average at Ramapo.

The standards used and the actions prescribed are as follows:

- Students who have a cumulative GPA below 2.00 for ONE semester are placed on academic warning.
- Students who have a cumulative GPA below 2.00 for TWO consecutive semesters are placed on academic probation.

- Students who have a cumulative GPA below 2.00 for THREE consecutive semesters are suspended from the College for one full fall or spring semester.

Procedures for Determining Academic Standing

At the close of each fall and spring semester, once final grades have been posted, the Office of the Provost/Vice President for Academic Affairs reviews records of all matriculated students enrolled at the College who have completed 12 or more credits. Those students whose academic performance has fallen below the College's established standards (above) are advised of the deficiency in writing by the Office of the Provost via e-mail. Students must check their Ramapo email regularly. Non-matriculated students should check their status on the web.

The following procedures apply for students who have not met the standards for academic good standing.

Students Placed on Academic Warning or Academic Probation

Students placed on academic warning or academic probation are required to develop an academic plan with a Center for Student Success advisor. The Center for Student Success advisor may consult with the student's assigned faculty advisor. The faculty advisor provides planning advice within the major; the Center for Student Success advisor provides planning advice with respect to other aspects of the curriculum, including, but not limited to, course load and general education. The academic plan must be developed within the first month of the semester for which the warning or probation is in effect. For students placed on warning/probation after the fall semester, the plan is due February 15; for students placed on warning/probation after the spring semester, the plan is due September 30. Students who do not complete this requirement will have a registration hold placed on their account for the subsequent semester; this hold will be removed once the student has met with their Center for Student Success advisor. Additionally, students may be advised to register for no more than 3 courses for that semester and to meet with their Center for Student Success advisor at specified intervals throughout the semester. Support programs available to the student may be identified and may include, but are not limited to, the Center for Reading and Writing, Counseling Services, and the Office of Specialized Services.

Students placed on Academic Warning or Academic Probation may not appeal their standing.

Students placed on Academic Probation are restricted as to the types of extracurricular activities in which they may participate. They may NOT (a) serve as an executive board member of a recognized student organization or serve as an active member of a fraternity or sorority, (b) serve on any College committee or advisory board, (c) serve as a representative of the College, (d) participate in intercollegiate sports, or (e) participate in study abroad programs.

Towards the end of each fall and spring semester, the Office of the Provost/Vice President for Academic Affairs sends an email to students currently on Academic Warning or Academic Probation, reminding students of their standing and the actions to be taken once grades have been posted at the end of the semester. At that time, students in peril of being placed on Academic Suspension who wish to appeal for immediate reinstatement should

take appropriate steps to ensure that the documents required for the appeal can be submitted by the appeal deadline.

Once grades are posted at the end of the semester, the Office of the Provost/Vice President for Academic Affairs notifies students by email of their status for the upcoming semester:

- Students on Academic Warning or Academic Probation who have achieved a cumulative GPA of at least 2.00 are placed in good standing.
- Students on Academic Warning whose cumulative GPA remains below 2.0 are placed on Academic Probation.
- Students on Academic Probation who have made good academic progress by completing at least 75% of their course attempted load and achieving a semester GPA of at least 2.5 but whose cumulative GPA is still below a 2.0 are allowed to continue on academic probation for one further semester. If the student's cumulative GPA is not raised to a 2.0 by the end of the following semester, they will be placed on Academic Suspension.
- Students on Academic Probation who have not made good academic progress and whose cumulative GPA remains below 2.0 are placed on Academic Suspension. If extenuating circumstances contributed to their grades, the student may appeal the suspension (see the Academic Suspension section). Appeals will only be considered if they are received by the deadline specified in the notification email.

Academic Suspension

Students who have not made adequate academic progress are placed on Academic Suspension for one semester. Students must meet with a Center for Student Success advisor to determine their best course of action for the semester. Students on Academic Suspension must apply for reinstatement; reinstatement is not automatic. The reinstatement process is described in the next section.

Upon notification of suspension, the student is given an opportunity to submit a written appeal for immediate reinstatement to the Committee on Academic Standards and Procedures (CASP), which is comprised of faculty, staff, and administrators (including a Dean and representatives from Student Affairs, the Registrar's Office, EOF (ex-officio), OSS (ex-officio), Athletics (ex-officio), Counseling and Health Services (ex-officio) and Center for Student Success, and chaired by the Vice Provost (ex-officio). The deadline for appeals is five business days after the posting of final grades; the date will be specified in the written notification sent to the student by the Office of the Provost/Vice President for Academic Affairs. The Committee meets approximately five business days later.

Appeals must be received in writing (by email to casp@ramapo.edu) by the specified deadline. Appeals must include the following materials:

- Letter from the student requesting reinstatement. The student should explain any unusual circumstances which contributed to the academic difficulty and describe how he/she will be able to make better progress if reinstated. An academic plan for the following two semesters must be included.
- Supporting documentation, which may include (but is not limited to) letters of recommendation from Ramapo faculty/staff and/or letters from medical

practitioners documenting that the student was receiving care during the current semester.

The Committee, after having considered the appeal, decides whether the student may remain at the College on academic probation or must accept the one full fall or spring semester suspension. A student who does NOT appeal to the Committee in writing by the designated deadline is viewed as accepting the one full fall or spring semester suspension.

Committee decisions, based on appeal letters, are forwarded to the Office of the Provost/Vice President for Academic Affairs. The Office of the Provost/Vice President for Academic Affairs informs the student of the decision in writing, by email; this decision is final.

Students informed that they may continue on academic probation may enroll for another semester only with an academic plan endorsed by their Center for Student Success advisor, who may consult with the student's faculty advisor. (The faculty advisor provides planning advice within the major; the Center for Student Success advisor provides planning advice with respect to other aspects of the curriculum, including (but not limited to) course load and general education.) The plan must also include a detailed self-reflective statement indicating how the academic problems of past semesters will be addressed. In addition, students are required to find a faculty/staff mentor. Their records are again reviewed at the end of the probationary period:

- A student who achieves a cumulative GPA of at least 2.0 will be placed in good standing;
- A student who does not achieve a cumulative GPA of 2.0, but whose semester GPA is 2.5 or better after completing at least 75% of his/her attempted course load, will be allowed one final semester on probation, at the end of which he/she must achieve a cumulative GPA of 2.0 or better or will be permanently dismissed.
- If neither of these conditions are met, the student will be permanently dismissed from the College.
- If a student has been immediately reinstated and in any subsequent semester is suspended for a second time, the student will be permanently dismissed from the College and is ineligible for reinstatement/readmission.

Reinstatement and Readmission following Academic Suspension

A students on academic suspension must apply to the College for reinstatement or readmission. Reinstatement or readmission is neither automatic nor guaranteed after academic suspension. Students are strongly urged to apply by August 1 for the fall semester and by December 1 for the spring semester.

- A student on academic suspension who wishes to return to the College after a one-semester absence must appeal for reinstatement to the Dean of the School to which he or she wishes to return; an undeclared student must direct his/her appeal to the Vice Provost.
- A student on academic suspension who wishes to return to the College after an absence of two or more full semesters must apply for readmission to the College through the Office of Admissions after successfully appealing to the Dean of the School to which he or she wishes to return: an undeclared student appeals to the

Vice Provost. The Office of Admissions will consult with the Dean of the School to which the student wishes to return (or the Vice Provost if the student is undeclared).

In both cases, the student should begin the process by making an appointment with a Center for Student Success advisor who will assist the student in preparing the following materials:

- A detailed self-reflective statement indicating how the academic problems of past semesters will be addressed. This will include documentation and demonstration that the student has addressed the problems which initially led to academic difficulties OR a work record which demonstrates a resolution of the heretofore mentioned difficulties OR other indication of academic success (for instance, the successful completion of credits at another school during the semester(s) in which he/she was absent from Ramapo); and an Academic Plan. The Center for Student Success advisor may consult with the student's faculty advisor. (The faculty advisor provides planning advice within the major; the Center for Student Success advisor provides planning advice with respect to other aspects of the curriculum, including, but not limited to, course load and general education.)

The Center for Student Success advisor will verify that the student has no outstanding financial obligations to the College, no outstanding disciplinary charges, no assessed sanctions, or any other holds.

The Dean or the Vice Provost, who will consider the appeal:

- May confer with the Committee on Academic Standards and Procedures and consult the student's CASP file and;
- May request a conference with the student, at his/her discretion.

Upon a successful appeal, a student will be conditionally reinstated/readmitted and placed on Continued Probation. He/she will be required to regularly meet with his/her Center for Student Success advisor and may be advised to take a lower credit load. At the end of the semester for which a student was conditionally readmitted:

- A student who achieves a cumulative GPA of at least 2.0 will be placed in good standing;
- A student who does not achieve a cumulative GPA of 2.0 but whose semester GPA is 2.5 or better after completing least 75% of his/her attempted course load will be allowed one final semester on probation in which he/she must achieve a cumulative GPA of 2.0 or better or will be permanently dismissed;
- The student must also meet any additional conditions set by the Dean or Vice Provost;
- If any of the conditions above are not met, the student will be permanently dismissed from the College;
- If a student has been reinstated/readmitted, and in any subsequent semesters is suspended for a second time, the student will be permanently dismissed from the College and is ineligible for reinstatement/readmission.

If the office hearing the appeal renders an opinion that does not support the student's reinstatement/readmission appeal, the student may petition for a review by the Office of the

Provost/Vice President for Academic Affairs. The petition is initiated by the submission of a written statement (submitted by email or certified letter) by the student that explains his/her position and includes any evidence that contradicts the hearing officer's decision or contains information that had heretofore been unavailable. The Provost (or his/her designee) reserves the right to hear the petition and will reject any request for review that does not offer clear evidence that the hearing officer made a factual mistake, violated college policy, or otherwise acted outside the purview of the hearing officer.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Ramapo College of New Jersey supports the protections available to members of its community under Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and all applicable State regulations. Consistent with state and federal statutes that affirm and protect the equal opportunity rights of persons with disabilities, Ramapo College adopts a policy of non-discrimination and equal opportunity for otherwise qualified persons with disabilities.

In order to arrange for housing or education-related disability accommodations, students need to register with the Office of Specialized Services (OSS), which facilitates equal access to the programs and activities at the College. Students must initiate contact with OSS in order to request disability accommodations. Documentation of a disability must be provided to establish eligibility as well as for determining appropriate disability accommodations.

Any student with a disability who believes that s/he has been the victim of discrimination may file a complaint under the New Jersey State Policy Prohibiting Discrimination in the Workplace. The aforementioned policy and complaint procedure is published on the Affirmative Action and Workplace Compliance website at:

<http://www.ramapo.edu/affirmaction/>. For additional information there are two campus resources. Mr. Aaron Sanders, is the acting Lead Equal Employment Opportunity (EEO) investigator. Mr. Sanders may be contacted through (201) 684-7540 or asander3@ramapo.edu. His office is in Birch Mansion, room 208. Ms. Jill Brown, is the acting Americans with Disabilities Act (ADA) compliance officer. She will continue in her role as benefits manager. Ms. Brown may be contacted through (201) 684-7502 or jcbrown@ramapo.edu. Her office is in D-Building, room 114.

AIDS/HIV

The College adheres to State and Federal laws (including the confidentiality of medical information) regarding the consistent treatment of persons with Acquired Immune Deficiency Syndrome (AIDS) or HIV. The Americans with Disabilities Act Amendments Act (ADAAA) and the New Jersey Law Against Discrimination prohibits discrimination in employment, housing and public accommodation against any person with a physical or mental impairment which substantially impairs one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Discrimination against a person who has AIDS, or who is perceived to have, or be at risk of having AIDS, is a violation of both State and Federal discrimination laws.

Any employee or student who believes s/he has been a victim of AIDS discrimination may file a complaint pursuant with the Non-Discrimination Policy (policy is contained in the Student Handbook).

ALCOHOL AND OTHER DRUG POLICY

Ramapo College is committed to providing a safe and healthy learning environment for all members and maximizes the academic and social development of students. The College believes that a student's development is negatively affected by the use of illegal drugs and the irresponsible consumption of alcohol. All students have the right to engage in curricular and co-curricular activities without interference from others who are under the influence of alcohol and/or other drugs. In addition, the unlawful and abusive use of alcohol interferes with the College's goals aligned with teaching and learning. Substance abuse may lead to criminal activity, property damage, and other risky behaviors. The purpose for the Alcohol and Other Drug Policy is to define and communicate, to all members of the College, acceptable and unacceptable behavior with regards to alcohol and other drugs and the sanctions for policy violations.

A description of the health risks associated with the use of illicit drugs and the abuse of alcohol can be found within the following online publication "The Public Safety Department Policies and Practices Campus Crime and Fire Statistics."

<http://www.ramapo.edu/facultystaff/publicsafety/index.html>

The above mentioned publication also includes a description of how to explore free, confidential counseling resources on campus. Counseling Services are available to students through the Center for Health and Counseling Services, D-216, (201) 684-7522, or further information can be found online; <http://www.ramapo.edu/students/counseling/index.html>.

Alcohol Laws

As of January 1, 1983, New Jersey state law prohibits the sale, possession, or consumption of alcohol by individuals under 21 years of age. Ramapo College is a public institution governed by Federal, State, and local laws, and by College regulations. The College complies with municipal and other law enforcement authorities in enforcing these laws as stated below:

State of New Jersey

The purchase and consumption of alcohol is a right extended by the State of New Jersey. The legal age to purchase and consume alcoholic beverages in the State of New Jersey is twenty-one. (N.J.S.A. 9:17b-1)

- A. Possession or Consumption of Alcoholic beverages by persons under legal age (N.J.S.A. 2C:33-15) – Any person under the legal age to purchase alcoholic beverages who knowingly possesses without legal authority or who knowingly consumes any alcoholic beverage in any school, public conveyance, public place, or place of public assembly, or motor vehicle is guilty of a disorderly persons offense and shall be fined not less than \$500.
- B. Purchase of Alcohol by/for the Underaged (N.J.S.A. 33:1-81) – An underaged person who purchases or attempts to purchase alcohol, or who misstates his/her age, or a person of legal age who purchases alcohol for an underaged person(s) faces a conviction of a disorderly persons offense, which incurs a fine of not less than \$500 and loss of license for six months. In addition, underaged persons may be required to participate in a state-sponsored alcohol education program.

- C. Offering Alcoholic Beverages to Underage Person (N.J.S.A. 2C:33-17) – Anyone who purposely or knowingly offers or serves or makes available an alcoholic beverage to a person under the legal age for consuming alcoholic beverages or entices or encourages that person to drink an alcoholic beverage is a disorderly person. This subsection shall not apply to a parent or guardian of the person under legal age for consuming alcoholic beverages if the parent or guardian is of the legal age to consume alcoholic beverages or to a religious observance, ceremony or rite.
- D. Transfer of ID (N.J.S.A. 33:1-81.7) – Someone who is underaged and uses another person’s ID card to obtain alcohol, or someone of legal age who gives his/her ID card to an underage person so that s/he can obtain alcohol, faces a fine of up to \$300 or up to 60 days in jail.
- E. False ID (N.J.S.A. 2C:21-2.1 d) – A person who knowingly possesses a document or other writing which falsely purports to be a driver’s license, birth certificate or other document issued by a governmental agency and which could be used as a means of verifying a person’s identity or age or any other personal identifying information is guilty of a crime in the fourth degree.
- F. Host/Hostess Liability – A host or hostess who serves alcohol to a minor can be held liable for injuries and damages caused by the minor in a motor vehicle accident. Under a 1984 New Jersey Supreme Court decision, Kelly vs. Gwinnell, a host or hostess who serves alcoholic beverages to an adult guest, knowing that the guest is intoxicated and will soon be driving, can also be held liable for injuries inflicted on a third party if that guest is involved in a motor vehicle accident.
- G. Driving While Intoxicated
 - 1) Operating Motor Vehicles While Under the Influence of Intoxicants (N.J.S.A. 39:4-50)

DEFINITION: A person is said to be legally drunk in New Jersey if his/her blood alcohol concentration is at or above 0.08%.

PENALTIES: All persons convicted of DWI must pay an insurance surcharge of \$1,000 per year for three years. In addition:

- a. For the first offense, there are additional fines and charges of at least \$500 (bringing the total minimum charges for a first offense to \$3,500); loss of license for 3-12 months with mandatory installation of an ignition interlock system during and after license suspension; and a requirement to spend 12-48 hours in an Intoxicated Driver Resource Center. A first-time offender also faces a possible 30-day jail term.
- b. For a second offense, there are additional fines and charges of at least \$720 - \$1000; loss of license for 2 years with mandatory installation of an ignition interlock system during and after license suspension; a requirement to perform 30 days of community service and to spend 48 hours in an Intoxicated Driver Resource Center. Also, there is a possible 90-day jail term.
- c. For a third offense, additional fines and charges of at least \$1,220; loss of license for 10 years with mandatory installation of an ignition interlock system during and after license suspension; and a 180-day jail term. The

insurance surcharge for a third-time offender is \$1,500 per year for three years. These fines and charges do not include court and legal fees.

- 2) Driving While License Is Suspended Due to DWI (N.J.S.A. 39.3-40) – If a person is found driving while his/her license is suspended due to a conviction for Driving While Intoxicated, that person upon conviction again shall be fined \$500, shall have his license to operate a motor vehicle suspended for an additional period of not less than one year nor more than two years, and may be imprisoned in the county jail for not more than 90 days. Second and subsequent convictions for driving during a license suspension carry additional penalties including revocation of motor vehicle registration.
- 3) Refusal to Take the Breathalyzer Test (N.J.S.A. 39:4-50.4a) – Refusal to take the breathalyzer test where there is probable cause for arrest for DWI will result in up to 10 year loss of license, a fine of \$300-\$1000, and an obligation to satisfy the requirements of an alcohol education or rehabilitation program. A person can also be convicted of DWI without the results of a breathalyzer test. In that case, s/he will suffer all the additional fines and penalties specified for the DWI conviction.

(Any of the statutes in the 2C:33 chapter which includes underage possession of alcohol and providing alcohol to a minor carries with it a mandatory loss of driver's license from a minimum of 6 months to a maximum of 2 years.)

Township of Mahwah

- A. No person shall consume, or offer to another for consumption, alcoholic beverages in, on, or upon any public street, road, alley, sidewalk, park, or playground or in, on, or upon any land or building owned or occupied by the Township, unless otherwise provided under this section. (3-10.1)a.
- B. No person shall have in his or her possession or possess any alcoholic beverage in, on, or upon any public street, road, alley, sidewalk, park, or playground or in, on, or upon any land or building owned or occupied by the Township, unless the alcoholic beverage is in its original sealed container with original unbroken tax stamp or unless otherwise provided under this section. (3-10.1)b.
- C. No licensee or employee of a licensee shall sell, serve, or deliver, directly or indirectly, any alcoholic beverages to any intoxicated person(s) or persons under the legal age, or permit the consumption of alcoholic beverages on any licensed premises by any of the above-named persons. (6-4.6)
- D. No licensee shall sell or serve alcoholic beverages to persons under the legal age. (6-5)
- E. It is unlawful for any person under the legal age who, without legal authority, knowingly possesses or knowingly consumes an alcoholic beverage on private property. (6-8)

Alcoholic Beverages at Campus Events

The Alcoholic Beverages at Campus Events policy applies to all members of the Ramapo College community and to those who rent or otherwise use space at the College. Sections A-O (see below) detail the policies and procedures used when a sponsoring group wishes to sell or serve alcoholic beverages

- A. If alcohol is to be served and no money is changing hands, only a Ramapo College Alcohol Permit is required. A copy of the application must be obtained in the Office of Events and Conferences (D-104) or at <http://www.ramapo.edu/conferences/forms-policies/docs/ALCOHOL-PERMIT-APPLICATION-050710.pdf>. Permits will be emailed to the sponsor as well as the Public Safety Department and Dining Services. All events at which alcohol is to be sold or served must be reviewed by the Office of Events and Conferences or, as appropriate, the Major Events Committee.
- B. If alcohol is to be sold, or where any transfer of money takes place, the sponsor of the event must secure a Special Permit for Social Affairs from the New Jersey Division of Alcoholic Beverage Control and a Ramapo College Alcohol Permit. The application for the ABC permit must be submitted at least two weeks before the event to their Trenton office, be accompanied by a fee, and have the signatures of authorized College and local officials. The final permit from the New Jersey Division of Alcoholic Beverage Control must be submitted to the Director of Scheduling/Events and Conferences at least 24 hours before the event. Details about the State permit process are available in the Office of Events and Conferences.
- C. Alcohol permits (College and/or N.J. Division of Alcoholic Beverage Control) and a copy of this policy must be prominently displayed at the bar where the alcohol is being dispensed/sold.
- D. New Jersey State law requires that all advertising, tickets, etc., which contain references to the sale of alcohol include the permit number that will be issued.
- E. In cases where students or others under the age of 21 are likely to be present, Public Safety Officers and/or Mahwah Police officers will oversee the process of proofing guests; professional bartenders will sell/serve the alcohol at events for which either permit has been obtained. Bartenders are allowed to serve only those wearing wristbands and may request additional proof of age as they deem necessary. No bartender will serve anyone who appears intoxicated.
- F. In cases where all guests at an event will be over the age of 21, the sponsor must agree to carefully monitor the events according to this policy to ensure all those who purchase or consume alcohol are of legal age, and that there is no excessive drinking or public drunkenness. In addition, the sponsor must agree to read and become familiar with any other information provided by the Office of Events and Conferences at the time the permit is obtained relating to the monitoring of events at which alcohol is served or sold.
- G. At events where students will be present or where those under the age of 21 are likely to be present, two proofs of identification (Ramapo College picture ID and either a driver's license, passport, or birth certificate) will be required. In addition, students may be further identified through a computer print-out containing current students' names, student identification numbers, and birth dates.
- H. At events for which alcohol permits have been obtained and underage persons are expected, the alcohol service area will be roped off or otherwise demarked from the general event area. Alcohol may not be removed from the roped off area.
- I. Ramapo College professional staff, and/or Public Safety Officers and/or police personnel must be present at all events at which alcohol is served or sold.

- J. Non-alcoholic beverages must also be served whenever alcohol is served/sold, and must be displayed as openly as the alcohol. Food must be served in adequate amounts when alcoholic beverages are served or sold.
- K. Persons attending events at which alcohol is sold or served may not bring any alcohol to the event. The only alcohol to be consumed at a sanctioned event is to be sold/served by those charged with that responsibility. Persons arriving intoxicated from drinking elsewhere will be barred.
- L. No student activity fee money may be used for the purchase of alcoholic beverages.
- M. Deliveries of alcoholic beverages to the campus may not be made by liquor stores or distributors unless specifically authorized by the President or his/her designee. Deliveries to the residence halls are prohibited.
- N. Events for which an alcohol permit has been issued may not include any kind of a “drinking contest” or “drinking game”, or feature any inducements to consume excessive amounts of alcohol. Advertisements for events shall not make reference to the amount of alcohol to be available, nor promote alcohol as a prime feature. There can be no price differential for alcoholic beverages depending on the characteristics of the consumer/purchaser (e.g. “Ladies’ Nights”, etc.).
- O. Public intoxication/drunkenness is not an acceptable condition for anyone on campus, whether the drinking which led to it took place on or off campus. This includes students, staff, faculty and guests. The identification of such persons at events for which permits have been issued will generally be made by Public Safety Officers or local police officers. A person in this condition may be asked to leave an event. If the person is a student, the student’s family or emergency contact may be called to assist. Non-student guests may have a taxi called (at the intoxicated person’s expense) to take them to their permanent residence. Those who are intoxicated/drank and whose behavior is disruptive may have charges filed against them for violations of the Code of Conduct (students) and/or the appropriate local or State statutes (students, employees and guests). Persons deemed dangerously intoxicated will be transported to a hospital for a medical evaluation at their own expense.

Alcohol in College Residence Areas (Living Units)

1. Alcohol is not permitted within Pine, Linden, Pamela M. Bischoff Hall (Bischoff Hall), Nancy Mackin Hall (Mackin Hall), The Overlook, The College Park Apartments, and assigned alcohol prohibited living units in Laurel Hall and the Village. No one, regardless of age, is permitted to possess or consume alcohol in these areas.
2. At the time of an alcohol violation, all alcohol and containers will be confiscated and properly disposed of regardless of the age of the occupant or the designation of the living unit as alcohol allowed or prohibited.
3. Alcohol containers and paraphernalia, including but not limited to empty cans, bottles and cartons, are not permitted as room decorations in any alcohol prohibited living unit. Alcohol containers and paraphernalia, including signs, are not permitted as window decorations in any living unit.
4. If a student is of legal drinking age, s/he may transport an alcoholic beverage as long as it is in its original closed container.
5. Kegs, beer balls and multi-quart containers of alcohol are prohibited in the residence areas at all times. Students are not permitted to receive retail deliveries of alcohol.

6. Possession of grain alcohol or caffeinated alcoholic energy drinks is prohibited at all times.
7. Consumption of any form of alcohol in an open container, including but not limited to cups, cans, plastic containers or bottles, is prohibited outside a student's living unit and/or in any outside campus area.
8. Residents holding a gathering in their living unit where an alcohol violation is taking place are considered hosts. All residents on the roster who are present during the time of the incident will likely be regarded as the host and subjected to disciplinary actions, including the Interim Suspension process. Hosts can be held responsible for injury or damage occurring to any person or to property in which the consumption of alcohol was a contributing factor. Hosts will be subject to disciplinary action and will receive harsher sanctions.
9. Presence in any living unit (room, suite or apartment) where an alcohol violation is taking place, even if not actually in possession of or consuming alcoholic beverages, will result in disciplinary action being taken.
10. Games, contests, or activities encouraging excessive drinking or the serving of alcohol that lead to the endangerment of an individual's well-being or to property damage will not be tolerated.
11. Consumption of alcohol to the point of intoxication, regardless of age, is prohibited. A person in this condition may be asked to leave the campus. If the person is a student, the student's family or emergency contact may be called to assist. Guests may have a taxi called (at the intoxicated person's expense) to take them to their permanent residence. Students will be medically transported to the hospital if dangerous intoxication is suspected by staff members. Consequent expenses (ie: hospital and ambulance) are the student's responsibility.
12. Alcohol allowed housing privileges will be immediately revoked for any living unit found in violation of the Alcohol in College Residence Areas (Living Units) policy. Final status of the living unit will be determined following a disciplinary proceeding in the Office of Student Conduct.

To help students understand what is and what is not permitted under the Alcohol in College Residence Areas Policy, the following examples are given as guidelines. This is not an exhaustive list and only provides examples.

Persons under the age of twenty-one MAY NOT:

- Be in possession of or in the presence of alcohol in any living unit.
- Permit persons to bring in or consume alcohol in their living unit.
- Carry opened or unopened alcoholic beverage containers any place on campus.
- Provide alcohol to any persons on campus.
- Possess alcohol displays made up of empty alcoholic beverage containers.
- Be present on campus or attend college sponsored events while under the influence of alcohol. Public intoxication/drunkenness is not an acceptable condition for anyone on campus, whether the drinking which led to it took place on or off campus.

Persons twenty-one and older MAY NOT:

- Consume alcohol outside of a living unit (lobby, hallways, stairwells, grounds, etc.)

- Consume alcohol, as a guest, in an alcohol allowed living unit when a legal age resident is not present.
- Provide alcohol to others under the age of twenty-one.
- Charge in any way for alcohol consumption by others.
- Possess kegs, beer balls or paraphernalia that promotes large consumption of alcohol.
- Permit underage persons to possess or be in the presence of alcohol in their living unit.
- Possess alcohol or alcohol displays within Pine, Linden, Bischoff Hall, Mackin Hall, The Overlook, assigned alcohol prohibited living units in Laurel Hall, or any other designated alcohol prohibited living units.
- Engage in high risk drinking behaviors such as “smoking” alcohol or taking “shots” of alcohol.
- Participate in any kind of “drinking contest” or “drinking game”, or any activity that may lead to the consumption of excessive amounts of alcohol.

Persons twenty-one and older MAY:

- Consume alcohol in their living unit when the living unit is designated as alcohol allowed.
- Consume alcohol in another alcohol allowed living unit if a host is twenty-one or older and is present.
- Carry unopened alcoholic beverage containers on campus (must be packaged and out of plain view.)
- Provide alcohol in their alcohol allowed living unit to others aged twenty-one or older and within the guidelines of the social gathering policy.
- Possess alcohol displays made up of alcoholic beverage containers if all residents are over the age of twenty-one (window decorations are prohibited in ALL living units).

Please note:

Persons who are present, within college housing, where alcohol is being consumed by those over or under the age of 21 will be presumed to have been drinking or in possession of alcohol if Public Safety Officers, On-Call Administrators or Resident Assistants are called to the scene. The rationale for having a policy against underage individuals being “in the presence of” alcohol is because it is not possible to distinguish who is actually consuming or possessing alcohol on an individual basis where a number of persons are present and without the use of specialized testing equipment used to determine blood alcohol content. Furthermore, staff members are not qualified to operate such equipment.

Recommended Sanctions for Alcohol Violations

Empty Bottle Display/Paraphernalia

This would include but not be limited to decorative bottles used to decorate a room, pyramids of “trophy” bottles, empty alcohol containers in the trash (or scattered in the room), or alcohol paraphernalia that are found as a result of a health and safety violation or through another incidental way.

1st violation – Official Warning

After the first violation of an empty bottle display or paraphernalia, the sanctions become the same as possession or consumption of alcohol.

In the Presence of Alcohol

Clear evidence must be found that a student was not drinking.

1st violation – not less than \$100 fine, completion of Innerview¹ or E-Chug (an online alcohol education program)

After the first violation of in the presence of alcohol, the sanctions become the same as possession or consumption of alcohol.

Possession and or Consumption of Alcohol

1st violation – not less than a \$200 fine, attendance at Checkpoint (an alcohol education program) or completion of Innerview or E-Chug and possible Parental Notification (refer to Parental Notification policy)

2nd violation – not less than a \$400 fine, attendance at Checkpoint, Residence Probation, Parental Notification and possible Suspension of Activities Privileges

3rd violation – not less than a \$800 fine, 10 Community Restitution hours, referral to Counseling Services for a Substance Abuse Assessment and possible outside treatment, Disciplinary Probation, Suspension of Activities Privileges, Suspension of Residence Privileges, Parental Notification, and possible Suspension from the College

4th violation – Suspension from the College and Parental Notification

Consumption of Alcohol: Intoxicated Students (Transported to the Hospital)

1st violation – not less than a \$400 fine, attendance at Checkpoint, Residence Probation for one full semester, Parental Notification, possible Suspension of Activities Privileges.

2nd violation – not less than a \$800 fine, 10 hours of Community Restitution, referral to Counseling Services for a Substance Abuse Assessment and possible outside treatment, Suspension of Activities Privileges, Discipline Probation, Suspension of Residence Privileges, possible Suspension from the College, and Parental Notification.

3rd violation – Suspension or Expulsion from the College.

Sanctions for Hosting a Gathering with Alcohol²

1st violation – not less than a \$500 fine, attendance at Checkpoint, Suspension of Residence Privileges for a minimum of one semester, possible Suspension of Activities Privileges, and possible Parental Notification.

¹ Innerview is an online education program

² Please refer to the Organization or Team Affiliated Event Policy

2nd violation – not less than a \$1,000 fine, Suspension of Activities Privileges, permanent Suspension of Residence Privileges, possible suspension from the College, and possible Parental Notification.

Below are some conditions, not an exhaustive list, the college regards as an inappropriate large gathering and will lead to the termination of the gathering:

- Underage consumption/possession of alcohol is taking place.
- Underage students are present.
- Inappropriate alcohol (kegs and beer balls) is present.
- Number of persons present exceeds occupancy limits.
- Charging for entry to the gathering is taking place or has taken place.
- A noise violation (after first warning) is taking place or has taken place.
- Disorderly/inappropriate behavior of persons is taking place in and/or outside of apartment/suite/room.
- Alcohol is transported/possessed/consumed within Pine, Linden, Bischoff, Mackin Halls, the Overlook, College Park Apartments (CPA), or any designated “No Alcohol” living areas.
- Evidence to suggest excessive drinking or drinking game(s).
- Any law is being violated.

The host(s) may be Interim Suspended if any of the above conditions exist or if it is deemed necessary by the responding college official.

Distribution and/or the sale of alcohol to underage persons will be viewed as an aggravating factor in sanctioning. Other factors to be considered in deciding sanctions shall include past disciplinary record of the student, the nature of the offense, and severity of any damage, injury, or harm resulting from it as perceived by the victim and/or appropriate College officials.

Drug Policy

Violations of the Code of Conduct and/or Federal, State, or local statutes related to the possession, use, or distribution of illegal drugs/substances are treated as very serious matters. Students found responsible, through the College’s disciplinary process, for the possession, use, or distribution of illegal drugs/substances on campus or at College-related events can expect serious consequences including loss of privileges, suspension, or expulsion from the College. In certain cases, a student’s financial aid or scholarship funds may be negatively affected as called for by law.

College officials may inform local or other law enforcement authorities about suspected or known drug violations.

Drug Laws

Ramapo College cooperates with municipal and other law enforcement authorities in enforcing State and Federal laws.

State of New Jersey

- *Leader of Narcotics Trafficking Network*, (N.J.S.A. 2C:35-3) provides penalties for a person found to have acted as an organizer, supervisor, manager or financier of a scheme distributing any Schedule I or II drug.
- *Maintaining or Operating a Controlled Dangerous Substance (CDS) Production Facility*, (N.J.S.A. 2C:35-4) provides that such conduct is a first degree crime punishable by imprisonment and fines.
- *Manufacturing, Distributing, or Dispensing* (N.J.S.A. 2C:35-5) provides that such conduct results in imprisonment and fines.
- *Distribution, Manufacture or Possession with Intent to Distribute Anabolic Steroids* (N.J.S.A. 2C:35-5.1) provides that such conduct is a third degree crime punishable by imprisonment and fines.
- *Using a Juvenile in a Drug Distribution Scheme* (N.J.S.A. 2C:35-6) provides that such conduct is a second degree crime punishable by imprisonment and fines.
- *Drug-Free School Zones* (N.J.S.A. 2C:35-7) provides that any person who distributes, dispenses, or possesses with intent to distribute a controlled dangerous substance within 1,000 feet of school property is guilty of a crime of the third degree.
- *Distribution to Persons Under Eighteen or Pregnant Females* (N.J.S.A. 2C:35-8) provides that such conduct carries a penalty of fines and imprisonment.
- *Strict Liability for Drug-Induced Death* (N.J.S.A. 2C:35-9) provides that such a situation is a first degree crime, same as murder, but no intent need be shown, only that death resulted as a result of the use of a drug supplied by the defendant.
- *Possession, Use, Being Under the Influence, or Failure to Make Lawful Disposition* (N.J.S.A. 2C:35-10) provides that such conduct carries penalties of imprisonment and fines.
- *Imitation Controlled Dangerous Substance (CDS)*, (N.J.S.A. 2C:35-11) provides that dispensing or distributing a substance falsely purported to be a CDS is a third degree crime, and can carry a fine up to \$200,000.

Paraphernalia

Drug paraphernalia is defined as “...all equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance... including... roach clips... bongs... pipes...”

- *Use or Possession with Intent to Use, Narcotic Paraphernalia*, (N.J.S.A. 2C:36-2) provides that such conduct carries a disorderly persons offense.
- *Distribute, Dispense, Possess with Intent to, Narcotics Paraphernalia* (N.J.S.A. 2C:36-3) provides that such conduct is a fourth degree crime.
- *Advertise to Promote Sale of Narcotics Paraphernalia*, (N.J.S.A. 2C:36-4) provides that such conduct is a fourth degree crime.
- *Delivering Paraphernalia to Person Under Eighteen Years* (N.J.S.A. 2C:36-5) provides that such conduct constitutes a third degree crime.
- *Possession or Distribution of Hypodermic Syringe* (N.J.S.A. 2C:36-6) provides that such conduct constitutes a disorderly persons offense.

- *Driving While Intoxicated* (N.J.S.A. 39:4-50) provides that a person who operates a motor vehicle while under the influence of intoxicating ... narcotic, hallucinogenic or habit-producing drugs is subject to the same penalties stated in the State of New Jersey Alcohol Laws section of the Student Handbook, including loss of license, as for a driver who is intoxicated through use of alcohol.
- *Driving While License is Suspended Due to DWI* (N.J.S.A. 39:3-40). If a person is found driving while his/her license is suspended due to a conviction for Driving While Intoxicated, that person upon conviction again shall be fined \$500, shall have his license to operate a motor vehicle suspended for an additional period of not less than one year nor more than two years, and may be imprisoned in the county jail for not more than 90 days. Second and subsequent convictions for driving during a license suspension carry additional penalties including revocation of motor vehicle registration.

Federal Laws

The Controlled Substance Act (21 U.S.C. 841) makes it a federal crime: (a) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or (b) to create, distribute, or dispense, or possess with intent to distribute or dispense a counterfeit substance.

Classification of Controlled Substances

The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in five “schedules,” Schedule I being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” when compared with drugs in Schedules I-IV. Examples of Schedule I drugs are; heroin, marijuana, synthetic marijuana, and designer labeled bath salts. Cocaine and codeine are Schedule II drugs. Amphetamines and anabolic steroids are Schedule III drugs, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with no more than 200 mg. of codeine per 100 grams.

Penalties for Violations of Federal Drug Laws

Under US federal law, a first offense of illegal possession of a controlled substance can be punished by jail terms of up to twenty years and minimum fines ranging from \$1,000 to \$5,000. Federal possession and trafficking convictions can also lead to the forfeiture of property (e.g. your car), the denial of federal benefits such as student loans and grants, and a criminal record which may prevent an individual from entering certain career fields.

Suspension of Eligibility for Federal Student Aid

Section 484(r) of the Higher Education Reconciliation Act provides that a student's eligibility for federal student aid be suspended if that student is convicted under federal or state law of any offense involving the possession or sale of a controlled substance (not including alcohol or tobacco). The suspension of eligibility ranges from as much as one year to an indefinite period of time, depending upon the number and type of convictions. A student may regain eligibility early if the conviction is overturned or if he or she completes a drug rehabilitation program that meets certain statutory and regulatory requirements.

Recommended Sanctions for Drug Policy Violations

Drug Possession/Possession of Drug Paraphernalia

1st violation - not less than \$300 fine, 20 Community Restitution hours, Disciplinary Probation, referral to Counseling Services for a Drug Assessment, Parental Notification, possible Suspension of Activities Privileges, possible Suspension of Residence Privileges and possible Suspension from the College.

2nd violation – Suspension from the College or possible Expulsion, Parental Notification.

Distribution of Drugs (Without Intent of Financial Gain)

1st violation - Suspension from the College or possible Expulsion, Parental Notification.

2nd violation – Expulsion and Parental Notification

Distribution of Drugs (With Intent of Financial Gain)

1st violation – Expulsion and Parental Notification.

Factors to be considered in deciding sanctions shall include the past disciplinary record of the student, the nature of the offense, and severity of any damage, injury, or harm resulting from it as perceived by the victim and/or appropriate College officials. Repeated or aggravated violations of any provisions of this policy may result in expulsion, suspension, or in the imposition of such lesser sanctions as may be appropriate.

ANIMAL POLICY

Because of safety and health hazards, students are not permitted to have animals on campus. Students in residence may have fish that are contained in a 10 gallon tank. Exceptions to this policy are made for support animals and service dogs that are needed by individuals to address documented disability related needs. Students in need of disability-related support animals on campus must consult with the Office of Specialized Services (OSS) prior to bringing animals to campus. While students using services dogs are strongly encouraged to contact OSS, they are not required to do so. For further information, please visit the OSS website:

<http://www.ramapo.edu/students/oss/index.html>.

BEHAVIORAL INTERVENTION TEAM

Mission Statement

The mission of the Behavioral Intervention Team (hereafter referred to as The Team) is to coordinate the support services of Ramapo College in order to assist students who have reportedly displayed troublesome or concerning behaviors on campus.

Purpose: The Team serves as a central network focused on prevention and early intervention for students experiencing serious distress or engaging in harmful or disruptive behaviors. This process provides the community with a mechanism for alerting relevant campus authorities of their worry and concern for a student. The Team aims to intervene and assist these students in meeting their academic, personal, and professional goals at the College. The reported behaviors might relate to the safety and rights of others; therefore, the Team may mobilize resources in order to minimize the disruption to the College and

help prevent violence on campus. The Team will develop strategies for and provide consultation to the community when concerns arise about a student's well-being or when there is a behavior that is potentially harmful to self and/or others or is disruptive and/or threatening. The Team will regularly assess these situations in the community and recommend actions in accordance with existing college policies. The Team does not serve as a crisis response unit, nor does it replace faculty classroom management, and/or the Public Safety Department's response to an incident. Emergencies must be reported to the Public Safety Department at (201) 684-6666.

Team Members

- Linda Diaz; Director, Residence Life
- Dr. Judith Green; Director, Center for Health and Counseling Services
- Vincent Markowski; Director, Public Safety Department
- Dr. David Nast; Director, Office of Specialized Services
- Rick Brown, Director, Center for Student Involvement
- Kathleen Hallissey; Director, Office of Student Conduct (chairperson)

As Needed Members: Other college officials may be asked to serve on the team in specific situations that warrant their knowledge, skill, and expertise on an as needed basis. The Team may consult with the College's General Counsel.

Responsibilities of the Team

- Receive and gather information pertaining to students of concern.
- Develop specific strategies to manage potentially harmful or disruptive behavior.
- Make recommendations to College officials regarding appropriate actions that are consistent with policies and procedures.
- Inform the referral person concerning next steps taken with the student (see header Potential Dispositions). The referral person must understand that not all action steps will be discussed given the confidential nature of the information and what is permissible under the eyes of the law.
- Educate and train the community on identification of concerning behaviors and proactive options to assist students.

Referral Process: Members of the community may refer students of concern to the Team through numerous channels. The Student of Concern Report is accessible on the BIT website. <http://www.ramapo.edu/students/bit.html>. Members of the community may also contact the Team by calling or e-mailing the chairperson (Kathleen Hallissey) at (201) 684-7869 or bit@ramapo.edu.

Anonymous Reporting: The process allows for individuals to make anonymous referrals or to petition to the chairperson that s/he wishes to maintain anonymity as the referral person. It is recommended that anonymity take place under rare circumstances and only when there might be a threat to safety. In some situations, anonymity may not be possible depending on the described behaviors and the student's ability to attribute a referral to a particular incident or person. Referrals may be reviewed by the Public Safety Department,

independent of the BIT process, and Public Safety Department officials might make decisions to act on cases where they determine there is a serious threat, harm, or disruption.

If the student or the community is in immediate danger, members of the community must immediately contact the Public Safety Department at (201) 684-6666.

Team Procedures: The Team will discuss student referrals and reach a disposition. The Team will make recommendations and consider strategies to contain disruption toward others and/or the normal operations of the College. The Team may examine environmental causes for the behavior and might also find it beneficial to direct inquiries about the student toward faculty and staff. The Team considers appropriate referral resources on campus.

Potential Dispositions

- No action recommended.
- Assist faculty, staff, or students in developing an action plan to manage the concerning behaviors.
- Refer the student to existing on campus support resources.
- Recommendation of parental notification. The chairperson has the right to decide if the student's emergency contact person will be contacted. The chairperson will be responsible for determining if a health and safety emergency exists and will make contact under the Parent Notification Policy.
- Recommendation of a Medical Leave of Absence.
- Recommendation of an Interim Suspension.

Confidentiality: The College recognizes the importance of maintaining records for each student. The College protects the rights of students regarding these records and has established policies and guidelines which describe the records maintained and provisions for releasing information. The rules conform to State and Federal laws (the U.S. Department of Education guidelines for the Family Educational Rights and Privacy Act of 1974 as amended, known as the Buckley Amendment or FERPA).

If a student referred to the Team is already receiving care at the Center for Health and Counseling Services or an outside mental health provider, information about that student's relationship or treatment plan may not be obtained by the Team (unless the student provides written authorization for such a release).

Exceptions: The Team may provide each other or faculty/staff involved in a referral, or outside parties in connection with the situation (such as parents/guardian), with information in matters that concern protecting the health and safety of that student or others in the community. The College has a duty to warn members of the community when potentially harmful or dangerous situations have been reported to officials. The Team may breach confidentiality should there be a need to warn potential victims.

CANDLE AND INCENSE POLICY:

Flameless candles or incense (electric or battery operated) shall be the only acceptable method of lighted candles in all buildings on campus. Open flame candles and incense

are PROHIBITED in all campus buildings except for religious purposes only at the Salameno Spiritual Center.

Exceptions:

Events, ceremonies and other functions held outdoors on campus or at the Salameno Spiritual Center involving the use of flame lighted candles, shall be acceptable provided the following precautions are followed:

- Only “dripleless” candles are used;
- Drop protectors/guards must be attached to all hand held candles;
- Hand held candles shall not be passed from one person to another;
- The participants shall keep a minimum of three feet distance between one another and thirty feet from College buildings and structures; enough distance to avoid burns to individuals and to avoid accidental fires in College buildings and structures;
- Candles will be extinguished before exiting the candlelight service;
- Suitable fireproof receptacles for extinguishment and disposal of the candles after the event shall be provided by the event organizer. An example of a suitable receptacle is a five gallon pail half full of water; or sufficient water to extinguish the candles.

The complete Candle and Incense Policy is located at the following website:

<https://www.ramapo.edu/conferences/files/2013/05/118-11.pdf>

CODE OF CONDUCT 2015-2016

In order to protect the rights of all community members and guests, the College has established a Code of Conduct that outlines standards of behavior and means for sanctioning those who do not abide by these standards. The Code of Conduct covers the behavior of all students and their guests³ and applies to acts committed on the Ramapo College campus, at College-sponsored events and off campus behaviors as defined in Section F.

The disciplinary regulations that follow are designed to provide broad guidelines. They are not meant to define in exhaustive terms all behaviors that are prohibited. In all cases, the College has the right and duty to protect the well-being of community members. When violations of the Code of Conduct are also violations of Federal, State, or local law, the College, through its employees or representatives, may file a complaint in the appropriate forum. Similarly, the College itself may press internal disciplinary charges.

The Code of Conduct will not be applied to abridge a student’s exercise of free speech or expression which is protected by the Constitution of the State of New Jersey or the First Amendment of the U.S. Constitution.

The Code of Conduct may be amended. If a change is made, students will be notified through means deemed appropriate.

³ Residents and commuters will be held accountable for the behavior and/or actions of the guest(s) they are hosting.

A. The Role of the Dean of Students

The Dean of Students or designee(s) has the responsibility for overseeing the staff in the Office of Student Conduct and processes related to the implementation of the Code. Academic misconduct charges are generally considered by members of the staff of the Provost/Vice President for Academic Affairs Office. In a situation where a student's health or safety is/was very seriously endangered, the Dean of Students or designee(s) will make every attempt to notify the parent/guardian as soon as possible.

B. Filing Complaints

Complaints against students may be made by any student, employee, or guest of the College who believes the Code of Conduct has been violated. A complaint must be made in writing to the Public Safety Department within a reasonable amount of time after the occurrence. (This will normally be construed to mean within 30 calendar days, unless unusual circumstances exist or it is an alleged crime that the college must report under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.) The complainant should include as much detail concerning the alleged violation as possible and include specific reference to the part of the Code the complainant feels was violated. The complainant must visit the Public Safety Department (Office C-102) to complete a report. Students are formally charged with alleged violations only after appropriate members of the Office of Student Conduct staff have reviewed the complaint and witness statements (if available). Reports used to file a complaint or statement in the Public Safety Department or elsewhere may be used by the Office of Student Conduct in the adjudication of a Residence Life or College Discipline Conference or in a College Disciplinary Review Board hearing. The information may become part of the general case file and may be viewed by those against whom complaints have been filed as part of their due process rights. Complaints may also be filed via the Public Safety Department's website: <http://www.ramapo.edu/publicsafety/>. These complaints are reviewed by College officials prior to being referred to relevant offices for possible action.

C. Complaints Against Student Groups

Recognized or registered student groups, organizations and teams may be charged with violations of the Code of Conduct. A student group, organization or team and its officers or captains may be held collectively and/or individually responsible when violations of the Code of Conduct occur by those associated with the group or organization whose actions have received the consent of the groups' or organization's leaders, officers, or spokespersons. The president or identifiable spokesperson of the group who is charged with violations of the Code of Conduct will be sent a "Notice of Disciplinary Proceeding" that will indicate the adjudication option that will be employed in their case. The person receiving this notice must be a registered student. For additional information regarding complaints against student groups, please refer to the Organization or Team Affiliated Event Policy.

D. Responsibilities of Officers or Other Leaders of Student Organizations

The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Dean of Students or a designee to take appropriate action designed to prevent or end violations of the Code of Conduct by the group or organization, or by any persons associated with the group or organization who can reasonably be said to be acting on the groups' or organization's behalf. Failure to make reasonable efforts to comply with

the Dean of Students or designee's directive shall be considered a violation of “failure to comply with the directions of College officials, including campus Public Safety Officers, or Officers of the law, acting in performance of their duties (Code H.17).”

E. Accountability of Students to Civil Authorities

Students may be accountable to both civil authorities and to the College for acts that violate the law and the Code of Conduct. Disciplinary action at the College may normally continue while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. The College reserves the right to reach its own determination on violations of the Code of Conduct unaffected by the outcome of any civil or criminal action.

F. Actions for Serious Crimes on Campus or Off Campus

If the College is made aware a student has been arrested, indicted, or found guilty of a crime, or when the College is notified of a student’s off-campus conduct (including electronic communication) that, in the College’s judgment, is sufficiently severe or pervasive that the student poses a material threat to the public safety or to ongoing operations of the campus, the College reserves the right to take administrative actions to protect the community and may, therefore, issue an Interim Suspension from the entire campus (see section M).

G. College Actions Against Non-Students

The College’s disciplinary process does not have jurisdiction when a complaint is filed against a person who is not a student. Persons who are not students but who violate Federal, State, or local laws or College regulations may be subject to arrest, immediately banned from campus and/or may have their campus visitation privileges revoked. College officials may file charges with the police against guests or other visitors who violate laws while on campus. Non-students who are banned from campus or have their College visitation privileges revoked have the right to appeal that determination by writing to the official who issued the ban letter. Campus hosts may be held responsible for their guests' behavior. Hosts may be charged with the violation(s) of the Code of Conduct that was committed by their guest(s).

H. Prohibited Conduct (Code of Conduct)

Repeated or aggravated violations of any provisions of the Code of Conduct may result in expulsion, suspension, or the imposition of such lesser sanctions as may be appropriate.

- 1a. Intentionally or recklessly causing physical harm.
- 1b. Intentionally or recklessly causing reasonable apprehension of physical harm.
- 1c. Intentionally or recklessly causing threats to do physical harm.
- 2a. Intentionally or recklessly engaging in harassment, intimidation or bullying, including physical acts, speech, writing, voicemail, e-mail, electronic communication or communication through a third party, which is sufficiently severe, pervasive and objectively offensive so as to substantially disrupt school operations or substantially undermine another student’s ability to participate in or to receive the benefits, services or opportunities offered by the College and that: (i.) involves intimidation or threats to another person’s safety, rights of personal privacy and property, academic pursuits, College employment, or participation in activities sponsored by

- the College or organizations or groups related to the College; or (ii.) a reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students; or (iii.) creates an intimidating or hostile environment by substantially interfering with a student's education, or by materially impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community; or (iv.) as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person's property or placing her/him in reasonable fear of physical or emotional harm to her/his person or to any member of that person's family or household, or of damage to her/his property.
- 2b. Discriminatory harassment, intimidation or bullying. A student will be found responsible for discriminatory harassment, intimidation or bullying who engages in conduct described as "harassment, intimidation or bullying" which the student directs at a specific group or individual, based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression, or any other characteristic protected from discrimination by the New Jersey Law Against Discrimination, NJSA 10:5-4, which conduct substantially interferes with work, educational performance or equal access to the College's resources and opportunities.
 - 3a. Unauthorized use of any weapon or realistic model of a weapon. (The definition of weapon includes those items described as such in the New Jersey Code of Criminal Justice as well as any similar instrument that has no legitimate or obvious purpose related to the College's educational program, e.g., dart guns, paintball guns, BB guns, bows and arrows, any instrument that can discharge a projectile, hunting knives, carpet knives, razor knives, and knives with blades longer than two inches, except knives related to the preparation or consumption of food or that can be legitimately described as a pocket or pen knife.)
 - 3b. Unauthorized possession of any weapon or realistic model of a weapon.
 - 3c. Unauthorized storage of any weapon or realistic model of a weapon.
 - 3d. Unauthorized discharge of any weapon.
 - 3e. Hunting or fishing anywhere on the College campus.
 4. Intentionally initiating or causing to be initiated any false report or warning concerning:
 - a) The threat of fire
 - b) The presence of a bomb or of an explosion
 - c) Any other emergency condition
 5. Intentionally or recklessly and substantially, disrupting normal College or College-sponsored activities including, but not limited to:
 - a) Presentations by invited speakers
 - b) Studying
 - c) Teaching
 - d) Research

- e) College administration, including governance operations
 - f) The activities of fire, police or other emergency services
 - g) Verbally or physically assaulting College officials acting in the performance of their duties
6. Violating the terms of any disciplinary sanction or actions required by a college office for reasons of health and safety or college policies imposed in accordance with this Code and the Guide to Community Living.
 7. Unauthorized distribution or possession for purposes of distribution of any controlled substance, illegal drug, or commonly acknowledged drug paraphernalia.
 8. Use or possession of any controlled substance, illegal drug, or commonly acknowledged drug paraphernalia.
 9. Violation of Federal, State, local or campus alcohol laws, regulations or rules.
 - 10a. Intentionally or recklessly misusing fire equipment or other safety equipment, including fire alarm, fire detection, and fire suppression devices.
 - 10b. Failure or refusal to vacate a building or to follow instructions during a fire alarm.
 - 10c. Causing fire alarm activation due to negligent cooking, use of aerosol cans, or violating other fire other safety regulations listed in the Guide to Community Living.
 11. Intentionally furnishing false information to the College, a College official, or officer of the law, verbally or in writing.
 - 12a. Forgery of any College document or instrument of identification.
 - 12b. Unauthorized alteration of any College document or instrument of identification.
 - 12c. Unauthorized use of any College document or instrument of identification.
 13. All forms of academic dishonesty including cheating (including using unacknowledged electronic sources), fabrication, facilitating academic dishonesty, and plagiarism. (Students charged with a violation of this section of the Code of Conduct are subject to the procedures outlined in the Academic Integrity policy which is published in the Student Handbook and in the College Catalog.)
 14. Intentionally and substantially interfering with rights of privacy or the freedom of expression of others.
 - 15a. Theft of property or services.
 - 15b. Attempted theft of property or services.
 - 15c. Acting as an accessory in the theft of property or services.
 - 15d. Knowingly possess stolen property.
 - 15e. Permitting another individual to stay overnight in a living unit without proper registration.
 16. Intentionally or recklessly destroying or damaging or threatening to destroy or damage the property of others.

17. Failure to comply with the directions of College officials, including campus Public Safety Officers, or Officers of the law, acting in performance of their duties.
18. Violation of published Federal, State, or local laws or of College regulations or policies. (Such regulations or policies may include New Jersey State Policy Prohibiting Discrimination in the Workplace; the Non-Discrimination Policy and residence hall agreements as well as those regulations relating to entry and use of College facilities, use of College owned or controlled equipment, campus demonstrations, misuse of identification cards, motor vehicle regulations, etc.)
- 19a. Unauthorized presence in College premises.
- 19b. Unauthorized use of College facilities or equipment.
- 19c. Unauthorized presence in, surveillance of, or use of another's property or assigned College residence.
- 19d. Entering or exiting or allowing another person to enter or exit a building through windows or emergency exits.
20. Unauthorized use or possession of fireworks, other incendiaries, or explosive devices.
21. Failure or refusal to produce a College identification card upon demand by a Public Safety Officer or other official of the College acting in his/her official capacity, or Officer of the law.
22. Littering, vandalism of College or private property (on-campus), or placing graffiti on walls, doors, or other College or privately owned property.
23. Hazing, including organizing, engaging in, facilitating, or promoting any conduct which places or may place another person in danger of bodily injury. (The consent of those hazed will not be accepted as a defense.) Hazing and aggravated hazing are also crimes punishable under the provisions of Title 2C of the Statutes of the State of New Jersey. Failure to comply with any of the standards or requirements outlined in the Pledge's Bill of Rights (developed by the Attorney General of the State of N.J. pursuant to N.J.S.A. 18A: 3-24 et. seq.) will be considered a violation of this section of the Code of Conduct. Subsequent changes in hazing laws are automatically included in the Code of Conduct upon their adoption.
- 24a. Computer misuse, including but not limited to, hardware theft or fraud, duplicating copy-protected software, unauthorized use, subverting restrictions, and plagiarizing class programs, cyber-harassment, and invasion of privacy through electronic or digital means. (Specific rules governing the use of computers and computer labs on campus are developed by the Information Technology Services. Violations of those rules including the Policy for Responsible Use of Electronic Communications will be construed as violations of this section of the Code of Conduct.)
- 24b. Electronic invasion of privacy, including photographing, filming, videotaping, recording, or otherwise reproducing in any manner, or disclosing the image of another person whose intimate parts are exposed or who is engaged in an act of sexual penetration or sexual contact, without that person's consent under

circumstances in which a reasonable person would not expect to be observed (See NJ State Law – N.J.S.A. 2A: 58D-1).

25. **Sexual Assault**, including, but not limited to, engaging in or attempting to engage in the following offenses which are reported annually as part of the Jeanne Clery Disclosure of Campus Public Safety Policy and Campus Crime Statistics Act⁴:

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent (which in New Jersey is 18). If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory.

Consent: Consent is the voluntary, unambiguous, and clear agreement in an act and understood by each party. Consent may be withdrawn at any time before the completion of an act. A person may be incapable of consent due to physical or mental incapacitation, physical or mental disability, threat, coercion, the influence of alcohol or drugs, being asleep, or under the legal age of consent.⁵

- Consent to one act does not infer or imply that a person is consenting to another act;

⁴ The definitions for Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling, Incest, and Statutory Rape under Code 25 are based on [The Handbook for Campus Crime Reporting](#) (2011)

⁵ New Jersey Coalition Against Sexual Assault (2014)

- Consent to an act on a prior occasion does not infer or imply consent to a current act;
 - An individual's silence does not infer or imply that they are consenting to an act;
 - Consent must be clear and obvious by all partners, who have willingly and affirmatively chosen to participate without force, threat, or coercion, throughout the act;
 - Incapacitated individuals, (physically, mentally, and/or in an altered state due to alcohol or other drugs) are unable to consent.
26. **Domestic Violence:** Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence laws, or anyone else protected under domestic and family law violence.
27. **Dating Violence:** Violence by any person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
28. **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Sanctions

The following sanctions may singly or in combination be imposed for a student found responsible for a violation of codes 25, 26, 27 or 28:

- Official Warning
- Residence Probation
- Disciplinary Probation
- Suspension of Activities Privileges
- Suspension of Residence Privileges
- Suspension of Housing Selection Privileges
- College Suspension
- Expulsion
- Other sanctions as described in Section N.11. Other Sanctions

Please refer to Sanction N. Sanctions of the Code of Conduct for a description of each of these sanctions.

29. Sexual harassment. A student will be found responsible for sexual harassment who engages in conduct described above as "harassment, intimidation or bullying" which the student directs at a specific individual based on sex, or which would not have occurred but for the individual's gender, or gender identification, which conduct is unwelcome and substantially interferes with work, educational performance or equal access to the College's resources and opportunities. Sexual harassment is a violation of the College Policy, New Jersey state law, as well as Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 (as amended in 1991). Under certain circumstances, sexual harassment may include attempted sexual misconduct as described in Code H.25-28.

- 30. Violation of New Jersey Gambling Law (NJS 2C-37-1 through 9) on College premises or at College events held off campus.
- 31a. Causing intentional or reckless harm or other physical injury to campus wildlife including the purposeful destruction of these creatures' natural habitats.
- 31b. Possessing an animal or pet without authorization.
- 32. Violations of the Code of Professional Responsibility and the State Policy Prohibiting Discrimination in the Workplace when these policies apply to students who are also college employees or under the Policies and Procedures for On Campus Jobs when it references certain dismissals for “cause.”
- 33. After a verbal or written warning, continued violation of H.1-29 or of any published College policy.

I. Adjudication of Cases

Students and/or organizations charged with violations of the Code of Conduct will be sent (via e-mail to the Ramapo College issued e-mail account) a “Notice of Disciplinary Proceeding” that will indicate which of the following adjudication options will be employed in their case:

- 1. Residence Life and College Disciplinary Conferences: If the alleged violation is one for which the student could not be suspended or expelled from the College, the case will likely be heard (although it is not mandatory) in a Residence Life or a College Disciplinary Conference normally conducted by a professional staff member in Residence Life, Office of Student Conduct, or a designee. The charged student will be required to attend a scheduled conference with the presiding administrator (hereafter referred to as Hearing Officer) and will have the opportunity to discuss the alleged violation. Charged students have the option of taking responsibility for the alleged violation prior to the conference by signing the “Notice of Disciplinary Proceeding” form and returning it to the Office of Student Conduct. Students who choose to accept responsibility (by signing and submitting the form) will not attend the scheduled conference. The Hearing Officer will assess the disciplinary sanction and send this result to the student. Further information regarding Disciplinary Conferences is outlined in Section J.
- 2. College Disciplinary Review Board Hearings: If the alleged violation is one for which the charged student could be suspended or expelled from the College, the case must be heard by the College Disciplinary Review Board. Specific information regarding College Disciplinary Review Board Hearings is outlined in Sections J, K, and L.
- 3. No Contact Order: The Office of Student Conduct may mandate that no contact occur between students or groups of students. By copy of this order, students are not permitted to contact each other via verbal, written, electronic, or through a third party person. Students seeking court issued restraining orders, or protections off campus should contact a police agency. Any student found to be violating a No Contact Order restriction will be referred to the Office of Student Conduct for violation of the Code of Conduct. The Public Safety Department will forward all relevant materials to the Office of Student Conduct where the reports will be reviewed to determine further disciplinary action (if any).

In the adjudication of cases, the Hearing Officer or College Disciplinary Review Board must find that the charged student is responsible for the conduct violation “more likely than not” based on the credible evidence. The "preponderance of the evidence" standard is a lower one than the "beyond a reasonable doubt" standard employed in criminal prosecutions within the court system.

A student will be subjected to the College’s disciplinary process if the alleged violation occurred while s/he was a registered student. In cases where a student charged withdraws from the College prior to the disciplinary proceeding, the disciplinary process will not be deferred.

J. Rights in All Disciplinary Proceedings

For any disciplinary action for which sanctions may be imposed, the student and/or organization shall have the following procedural protections:

1. Written notice of the charges that is dated at least three (3) business days prior to any scheduled Residence Life or College Disciplinary Conference and seven (7) business days prior to any scheduled College Disciplinary Review Board Hearing. A student may relinquish his or her right to the notification period by signing and executing a waiver with the Office of Student Conduct. A written notice of the charges will be sent to the student’s Ramapo College email address. It is the responsibility of the student to access their mail and electronic mail on a daily basis.
2. Reasonable access to the case file prior to and during the proceeding, provided that all reviews of files must take place in the Office of Student Conduct (C-216). All case file materials shall be retained in the Office of Student Conduct.
3. The "preponderance of the evidence" standard is a lower one than the "beyond a reasonable doubt" standard employed in criminal prosecutions within the court system. A student will be found responsible for a conduct violation when the credible evidence presented proves that the conduct violation was “more likely than not” to have occurred.
4. The right to remain silent and not present evidence against her/himself.
5. Opportunities to both question those who provide information at the proceeding and respond to any information being presented against her/him. Formal rules of evidence shall not be applicable pursuant to the Code of Conduct. The Board Advisor/Hearing Officer shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all information for consideration that reasonable persons would accept as having material value. Unduly repetitious or irrelevant information may be excluded.
6. Any member of the community may, upon showing relevance and necessity, request witnesses to appear at a proceeding. Character witnesses are not permissible in campus disciplinary proceedings. It is the responsibility of the complainant and the charged student to notify the Office of Student Conduct, by fax, electronic mail, or in writing of the persons they wish called as witnesses at least three (3) business days before the proceeding. The Office of Student Conduct will notify individuals who are identified as witnesses that their appearance is required. It is generally expected that witnesses will appear in person to give testimony. Under rare circumstances, the Board Advisor/Hearing Officer may accept a written statement from a witness who has been excused from attending a hearing. Witness statements that are not

- submitted through the Public Safety Department where the identity of the witness can be confirmed. Witness statements that are not submitted through the Public Safety Department must be signed, dated, and notarized. The decision as to whether such a document or any other alternative means of testimony may be used lies solely with the Board Advisor/Hearing Officer. Non-students may be called to serve as a witness at the discretion of the Board Advisor/Hearing Officer. Students who refuse to appear as witnesses (or make arrangements to submit a written statement) for either the complainant or the charged student may be charged with “failure to comply with the directions of College officials, including campus Public Safety officers, or officers of the law, acting in performance of their duties (Code H.17).” Witnesses will be excluded from the proceeding during the testimony of other witnesses. All parties to the case, witnesses, and the public shall be excluded during any deliberations determining responsibility or sanctions.
7. Students charged with alleged violations, complainants, and witnesses may be accompanied by an advisor who may be an attorney. Advisors may provide counsel to the student, but may not speak on their behalf nor appear in lieu of the student. A student who wishes to have an attorney as an advisor must inform the Office of Student Conduct, in writing by fax, electronic mail, or by telephone at least three (3) business days before the scheduled proceeding. When informed that an attorney will be present at the proceeding, the College may consult with the College’s Legal Counsel/Vice President for advice on whether legal counsel for the College should also be present.
 8. In accordance with current guidelines established in the Family Educational Rights and Privacy Act (FERPA), the New Jersey Open Public Records Act (OPRA) and implemented by Ramapo College, the record of most disciplinary proceeding’s findings is not open to the public. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the N.J. Sexual Assault Victim's Bill of Rights, and/or 34 CFR 668.47(a)(12)(vi) does permit the disclosure of campus disciplinary system findings to victims of "sex offenses" (including non-forcible ones) or "crimes of violence". In addition, FERPA now permits, once all appeals are exhausted, the final results of campus disciplinary proceedings for crimes of violence and forcible and non-forcible sex offenses to be disclosed to the complainant, including the name of the accused held responsible and the nature of the offense. Parents or guardians may be notified in certain cases involving violations of campus drug or alcohol regulations once all appeals have been heard or when the Dean of Students deems the matter a health or safety emergency (see the College’s Alcohol and Other Drug Policies for more information). Complainants in other kinds of cases will be notified about case adjudication and sanctions imposed if, in the Dean of Students' or her/his designee's opinion, such disclosure is necessary to protect the safety of the complainant or of other members of the community. If FERPA or other pertinent regulations change, the complainant and the student charged will be notified before a proceeding is held. Note: Since the College does not have campus police officers, certain records of actions taken by outside police authorities are normally public information and are not subject to laws governing the privacy of College records.
 9. In cases where a student charged does not appear after proper notice and has no justifiable reason for non-appearance, the finding will be an "uncontested admission

- of violation" and an appropriate sanction will be imposed. Please see Section R for information on appeals.
10. Hearings will not be postponed unless under unusual circumstances set forth in the "Justifiable Excuse" policy for non-appearance. The policy is available in the Office of Student Conduct. Requests for postponement by third parties, including counsel, will not be considered.
 11. Whenever a Suspension of Residence Privileges, a College Suspension, or an Expulsion is considered as possible sanctions, the proceeding will be recorded. Other proceedings may be recorded at the discretion of the College. The recordings are solely for the purpose of providing assistance to the Hearing Officer/members of the College Disciplinary Review Board or to the Appeals Officer in their deliberations. The recordings remain the property of the College and constitute an official record of the proceeding.
 12. Final decisions and a listing of any sanctions imposed will be noted by the Board Advisor/Hearing Officer who will be responsible for ensuring such information is conveyed in writing to the charged student and to all others as deemed necessary or appropriate. The finding will be e-mailed to the charged student no later than ten (10) business days following the date of the hearing. Notification of others with a need or right to know under the law will only take place after all possible appeal processes have upheld the finding. In cases where a student is charged with a Sexual Misconduct violation, written notification of the outcome will be e-mailed to the charged student and the complainant simultaneously.
 13. Records of findings and sanctions are retained as indicated on the Hearing Results Form. The file of a person involved in disciplinary actions may be retained as a record for an indefinite period unless a time-defined limit is indicated on the Hearing Results Form.
 14. Except as specifically provided by laws referenced in Section J.9, under the New Jersey Open Public Records Act, the outcomes of College disciplinary hearings and academic actions against a student are privileged and confidential to the extent that disclosure of such records would reveal the identity of the student.

K. College Disciplinary Review Board Structure

The College Disciplinary Review Board shall be comprised of five members, two of whom shall be matriculated students, and the other three of whom shall be members of the faculty or staff. A quorum consists of any three members of the Board. Decisions are made by majority vote and the process does not allow for abstentions. College Disciplinary Review Boards will be impaneled on a case-by-case basis from a list of volunteers who have agreed to the principles and procedures outlined in the Code of Conduct and in the College Disciplinary Review Board Manual. All members of the College Disciplinary Review Board are trained by the Office of Student Conduct and receive continuous education training at the discretion of the Director of Student Conduct.

Each College Disciplinary Review Board hearing will be guided by a Board Advisor, who is normally an employee of the Office of Student Conduct. The Board Advisor may comment on questions of procedure and admissibility of information presented and shall not be excluded from hearings or Board deliberations. The Board Advisor shall not vote. The Board Advisor shall exercise control over the manner in which the hearing is conducted to avoid unnecessarily lengthy hearings and to prevent the harassment or intimidation of all

those providing testimony. The Board Advisor may make accommodations for the safety and well-being of the complainant, charged student, and witnesses by providing separate facilities for testimonies, using a telephone, videophone, videotape, audio tape, written statement, or other means on a case by case basis. These accommodations are made at the sole judgment of the Board Advisor. Anyone who disrupts a hearing or who fails to adhere to hearing guidelines may be excluded from the proceedings. The Board Advisor will ensure that the Board follows the procedures outlined in the Code of Conduct and in the College Disciplinary Review Board Manual.

L. College Disciplinary Review Board Hearing Format

At the time, date, and place scheduled, the hearing shall be conducted under the guidance of the Board Advisor. All proceedings before the College Disciplinary Review Board shall be recorded and shall adhere to the following format:

1. The Board Advisor shall convene the hearing and introduce all the parties involved in the proceeding, and the students' advisors, if any.
2. The Board Advisor will not apply the technical rules of evidence followed in criminal or civil proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Board Advisor in deciding on the admissibility of information. Reasonable limits may be imposed on the number of witnesses and the amount of cumulative evidence that may be introduced.
3. Any objections to the due process requirements shall be entered on record and the Board Advisor shall make any necessary rulings regarding the validity of such objections.
4. The alleged violation(s) upon which the complaint has been based shall be read by the Board Advisor. The charged student will be asked to enter a plea to each alleged violation. (In a case where a charged student pleads "responsible" for all charged violations, there will be no formal hearing on the charges. The charged student, the complainant and/or the victim will be permitted to make brief statements of explanation to the Board if they so wish. The Board will deliberate in private and determine a sanction.)
5. The complainant shall provide her/his narrative of the events describing the alleged violation (s).
6. The charged student shall then provide her/his narrative (if not electing to remain silent).
7. The charged student shall have the opportunity to ask questions of the complainant followed by questions from the Board.
8. The complainant shall have the opportunity to ask questions of the charged student, followed by questions from the Board.
9. The complainant shall be given the opportunity to call witnesses.
10. The charged student shall be given the opportunity to question each witness of the complainant after s/he testifies, followed by questions from the Board.
11. The charged student shall be given the opportunity to call witnesses.
12. The complainant shall be given the opportunity to question each witness of the charged student after s/he testifies, followed by questions from the Board.
13. The Board Advisor may adjourn the hearing for a brief period of time so that concise closing statements can be prepared.

14. The charged student shall present her/his closing statement followed by the complainant.
15. The hearing shall be concluded and the members of the College Disciplinary Review Board shall deliberate in private until the final decision is reached and recorded.

Note: A determination that a violation has occurred shall be followed by a deliberation concerning the appropriate sanction to be imposed. The past disciplinary record of the charged student shall not be supplied to the Board by the Board Advisor prior to this point. Other information from either party to the hearing, including a written victim impact statement if appropriate, or from the Board Advisor which is relevant to the choice of sanction may also be introduced at this point, including information concerning penalties assessed against other students for similar offenses. No information directly related to the case in question may be introduced for the first time at this point in the proceeding unless the charged student has been informed and allowed to review and comment on the material.

M. Interim Suspension Policy

The College is committed to protecting its community members from the risk of harm and preserving the integrity of its educational environment. The College has the right to issue an Interim Suspension when the student engages, or threatens to engage in behavior(s) which poses a danger of causing harm to others, **or** when the student exhibits behavior(s) that renders him/her unable to effectively function in residence areas and/or the College, **or** when the student exhibits behavior(s) that significantly interferes with the educational pursuits and/or living environment of others. When a student engages in or threatens to engage in such behavior, the most effective emergency response to protect the health and safety of the student and the community may be to require the student to leave the campus for a period of time. While an Interim Suspension is in place, the College will gather information and investigate the allegation(s) in order to make an individualized assessment of the risks posed by the student's reported behavior and whether those risks may be mitigated to protect the health, safety, and learning environment of others.

1. The Interim Suspension is issued to the student in writing via the Notice of Interim Suspension form. Interim Suspensions become effective immediately based upon evidence that the continued presence of the student on the campus may pose a significant threat of causing harm to others, **or** when the student is unable to effectively function in residence areas and/or the College, **or** when the student's behavior(s) significantly disrupts the educational pursuits and/or living environment of others.
2. The College has authorized official representatives to make the administrative determination that the Interim Suspension of a student is necessary. Those officials are:
 - a. On-Call Administrators, Counseling Services Staff, Director of Student Conduct, and Residence Life professional staff.
 - b. In the absence of the aforementioned College officials, the designees are: Assistant Director of Student Conduct, Director and Assistant Director of Public Safety, and Tour Commanders.
3. While on an Interim Suspension, the student may not be present anywhere on College property pending further evaluation of the circumstances that led to the suspension. The student's College identification card will be confiscated and held in the Student Affairs office, pending the outcome of the Interim Suspension hearing. Upon notice of an Interim Suspension, the student must leave the campus no later than the time listed

on the Notice of Interim Suspension Form. Non-compliance may result in arrest for trespass and the student may be subject to the College's disciplinary process.

4. A student placed on Interim Suspension who wishes to return to the campus is required to make an appointment for a hearing with the Dean of Students (or designee). The Dean of Students reserves the right to have another professional staff member present at the hearing in order to provide consultation. The College will make a reasonable effort to promptly schedule this hearing. Unless under unusual circumstances, the hearing will take place within 5 business days from when the student calls for the appointment. The purpose of the Interim Suspension hearing is to determine the following:
 - a. The reliability of the information concerning the student's conduct, including the matter of his/her identity.
 - b. Whether or not the student's conduct and surrounding circumstances reasonably indicate any or all of the following:
 - i) engages, or threatens to engage, in behavior(s) which poses a danger of causing harm to others;
 - ii) exhibits behavior(s) that renders the student unable to effectively function in residence areas and/or the College;
 - iii) exhibits disruptive behavior(s) that significantly interferes with the educational pursuits and/or living environment of others.
5. Depending on the circumstances, an Interim Suspension may lead to the issuance of an Involuntary Leave of Absence to those students who are determined by the Dean of Students (or designee), in consultation with the Health and Counseling Services staff, to require medical or psychological evaluation or intervention prior to returning to the College (see Involuntary Leave of Absence Policy).
6. If it is alleged that a Code of Conduct violation has occurred, the Office of Student Conduct will schedule a disciplinary proceeding at another time to adjudicate the charges against the student. Following the Interim Suspension hearing, the Dean of Students (or designee) shall notify the student, within three (3) business days, whether the Interim Suspension has been lifted, or will continue pending the outcome of a disciplinary proceeding. The student will receive written notice of the charges against him/her via a Notice of Disciplinary Proceeding issued by the Office of Student Conduct. The disciplinary proceeding will comply with the procedures outlined in the Code of Conduct.
7. An Interim Suspension, in and of itself, does not become part of a student's permanent disciplinary record.
8. The Dean of Students (or designee of the Dean of Students) reserves the right to place a registration hold on the account for a student who has been issued an Interim Suspension (see Transcript Hold policy in the Student Handbook).

N. Faculty Responsibilities to Students on Interim Suspension

A student on interim suspension retains his/her status as a student and, as such, may attempt to complete coursework while banned from College property. The Dean of Students, who manages the interim suspension process, will inform the student that he/she may contact his/her faculty by Ramapo College e-mail or by other means that do not require a physical presence on campus. A faculty member who receives a request from a student on interim suspension to submit coursework should consider the following:

- course policies
- course schedule
- course material
- planned learning experiences

The faculty member is not required to amend the syllabus or any other aspect of the course in order to accommodate the student's request and may deny the student's request altogether. If, based on this criteria, a faculty member chooses to accommodate the student's request, he/she should communicate that decision to the student by Ramapo College e-mail. That communication should indicate the coursework to be completed, the deadline, and the means by which the student should submit the coursework. In no case should the student be permitted to return to campus to submit coursework while on interim suspension.

A student on interim suspension will likely be absent from one or more class sessions. The faculty member may follow the attendance policy as outlined in the course syllabus and apply the attendance policy consistently to all students. In cases when a student may be absent from class for a more prolonged period of time, the Dean of Students will notify the faculty member.

O. Sanctions

The following sanctions singly or in combination may be imposed for violations of; Section H: Prohibited Conduct. All findings result in written notification being placed in the student's disciplinary file in the Office of Student Conduct. Sanctions for group or organization misconduct may include revocation or denial of recognition or registration, defunding, or the imposition of other appropriate sanctions.

A student who fails to complete the terms of a campus disciplinary sanction by the given deadline may have her/his registration for a subsequent semester postponed or terminated until all terms of the sanction have been completed. Students who fail to comply with a sanction may be charged with "violating the terms of any disciplinary sanction or actions required by a college office for reasons of health and safety or college policies imposed in accordance with this Code and the Guide to Community Living (Code H.6)." A student, with incomplete disciplinary sanction(s), that is no longer enrolled at the College will have a registration hold placed on their account and sanctions placed in hiatus. Should a student re-enroll at the College, the sanctions must be completed. Monetary fines are the exception to this rule, as they are immediately posted on a student's bursar bill.

1. **Official Warning:** A written statement indicating a violation of the Code of Conduct has occurred and warning that a subsequent violation will likely be treated more severely.
2. **Restitution Requirement:** The student may be required to provide the College with financial restitution for the restoration or replacement of property that was damaged, defaced, lost, or stolen. Students seeking a financial award from other students for damages or compensation for stolen/damaged items should seek further assistance from the Mahwah Municipal Court. The student conduct process does not have jurisdiction in this area.

3. **Residence Probation:** A defined period of time whereby a student living in College residence facilities is given an opportunity to modify his/her behavior or risk losing the privilege of living on campus. Any subsequent violation of the Code of Conduct, while in this status, will likely result in suspension of residence privileges.
4. **Suspension of Activity Privileges:** The student cannot be a member of a recognized or registered student organization, participate in the organizations' regularly scheduled activities, serve as a representative of the College, or participate in intramural, club, or intercollegiate sports. Notification of this sanction/status will be sent to appropriate College officials so they will know who may not participate in activities sponsored by their offices.
5. **Disciplinary Probation:** A defined period of time whereby any registered student is given an opportunity to modify her/his behavior or risk losing student status. Any subsequent violation of the Code of Conduct, while in this status, will likely result in suspension or expulsion from the College.
6. **Loss of Campus Housing Selection Privilege:** Students assigned this sanction may only enter the selection process as an "individual." Students are not permitted to join a "group" or be pulled into a group. Students must follow the necessary procedures outlined within the housing selection materials in order to secure housing as an individual.
7. **Suspension of Residence Privileges:** The student's privilege to live on campus and visit the residence areas of the campus is suspended for a defined period of time. The student is not entitled to any refund of campus housing and/or meal plan fees once the standard refund periods have expired.
8. **College Suspension:** Beginning on the date the suspension takes effect, the student may not attend classes or submit any further work for their courses. In addition, the student may not be present on the campus nor at a College-sponsored event for any reason whatsoever for a specified period of time. The student is not entitled to a refund or any tuition or fees after the scheduled refund dates.
9. **Expulsion:** Beginning on the date the expulsion takes effect, the student may never again register for classes, may never attend classes, or submit any further work for the courses in which they are currently registered. In addition, the student may never be present on the campus nor at a College-sponsored event for any reason whatsoever. The student is not entitled to any refund or any tuition or fees after the published refund dates. (See Registrar and Transcript Notations, Section Q).
10. **Monetary Fines:** For some policy violations, students will be required to pay monetary fines. Examples of violations where students may be issued a fine include, but are not limited to, alcohol and other drug violations, fire safety violations, social gathering violations, and incidents involving non-compliance.
11. **Other Sanctions:** Other sanctions may be imposed in addition to, or instead of those described in #1 through #10.

Educational Sanctions: Essay or research projects may be assigned. Students may have community restitution projects assigned. Students who are found responsible for Code of Conduct violations which involve alcohol/drug use and/or abuse, or who otherwise engage in behavior associated with alcohol/drug use and/or abuse, may be required to attend educational programs intended to inform them about alcohol/drug use and/or abuse.

Restriction of Privileges: Students may have their alcohol allowed privileges for their living unit temporarily or permanently revoked. Students may have residence area visitations or campus driving or parking privileges limited or revoked.

Please note: There will be no refund of tuition, room, or board charges after the published deadlines if withdrawal from courses and/or campus residence is affected because of violations of the Code of Conduct. Students should be aware that a conviction in criminal court for certain controlled substance offenses including drug possession and/or sale may have them declared ineligible for Federal financial aid for a period of time.

Determination of Sanctions

Factors to be considered in deciding sanctions shall include the past disciplinary record of the student, the nature of the offense, and severity of any damage, injury, or harm resulting from it as perceived by the victim and/or appropriate College official. The (ab)use of alcohol shall be considered an aggravating rather than a mitigating factor. Violations of the Code of Conduct proving to have been motivated by illegal bias will result in the imposition of more severe sanctions. Victims may submit written statements to the Office of Student Conduct detailing the effect the offense has had upon them and their ability to function as students.

Access to Electronic Mail Accounts

Students or former students may have their privilege to use an e-mail account issued through the College revoked for a specified period of time. Specifically, students who have been suspended or expelled from the College, may have their e-mail account terminated immediately (or directly after all appeal procedures have been exhausted).

P. Conduct Code Violations' Effect upon Graduation

A student found responsible for violations of the Code of Conduct, which could have led to College Suspension or Expulsion had s/he remained a registered student at the College and who has otherwise satisfied the College's published requirements for graduation, may have the awarding of her/his degree postponed to a future date or permanently withheld. A student whose graduation is postponed or permanently withheld may also be refused a copy of her/his official transcript and cannot have it sent to others during the period of her/his sanction. In cases where graduation is delayed due to pending charges, cases normally will be adjudicated within as short a period of time as possible. A graduating student found responsible for violations of the Code of Conduct, which result in the imposition of a fine or restitution of money or goods valued in excess of \$100.00, may be refused an official copy of her/his transcript and cannot have it sent to others while these charges remain on her/his college account.

Q. Registration Holds For Disciplinary Reasons

A student who fails to complete the terms of a disciplinary sanction by the given deadline may have her/his registration for a subsequent semester postponed or terminated until all terms of the sanction have been completed.

R. Registrar and Transcript Notations

When academic action is taken, it is noted on the student's official College transcript, this may range from an Academic Warning to an Academic Dismissal.

S. Appeals

Only disciplinary determinations that result in a Suspension of Residence Privileges, College Suspension, or Expulsion may be appealed to the Dean of Students by the student charged. A sanction for group or organization misconduct which revokes or denies recognition or registration may also be appealed to the Dean of Students by the organization's president or identifiable spokesperson.

Appeals are not heard in person; instead all requests for appeal must be submitted in writing to the Dean of Students Office within five (5) business days from the date on the letter notifying the person charged of the original decision. Failure to appeal within the allotted time will render the original decision final. Appeals shall be decided upon the record of the original proceeding and upon the written appeal letter. If the Dean of Students finds grounds for a modification or reversal, then s/he may dismiss the case, change the sanction, or remand the case to the original or another College Disciplinary Review Board for review or rehearing. If the disciplinary determination was reached by an "Admission of Violation" by the charged student or by the accused student admitting responsibility; the only acceptable grounds for appeal will be if the sanctions are disproportionate to the offense.

Appeals shall be approved only on one or more of the following grounds:

1. If the sanctions are found to be significantly disproportionate to the offense;
2. If the specified procedural error or errors in the interpretation of the College regulations were so substantial as to effectively deny the person charged a fair hearing;
3. If new and significant evidence becomes available which could not have been discovered by a properly diligent person before or during the original hearing;
4. If the decision is held to be arbitrary and capricious.

The imposition of sanctions is normally deferred during the appeal process although sanctions may go into effect immediately if the Dean of Students deems it necessary. The decision of the Dean of Students is final. There is no further appeal within the College.

T. Appeals in Cases involving Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking

All determinations by a College Disciplinary Review Board, including not responsible findings, may be appealed to the Dean of Students by the student charged, the complainant, or the victim/survivor.

Appeals are not heard in person; instead all requests for appeal must be submitted in writing to the Dean of Students Office within five (5) business days from the date on the letter notifying the person charged or the complainant of the original decision. Failure to appeal within the allotted time will render the original decision final. Appeals shall be decided upon the record of the original proceeding and upon the written appeal letter. If the Dean of Students finds grounds for a modification or reversal, then s/he may dismiss the case, change the sanction, or remand the case to the original or another College Disciplinary Review Board for review or rehearing. If the disciplinary determination was reached by an "Admission of Violation" by the charged student or by the accused student admitting

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4. If the decision is held to be arbitrary and capricious.

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DISSECTION OF PLANTS AND ANIMALS

Dissections of plants and animals are expected of students in many of our courses including, but not limited to, Fundamentals of Biology, Anatomy and Physiology, Comparative Anatomy, Marine Invertebrate Biology, Plant Propagation, and General Botany.

Dissections show a complexity in organisms that is invisible to models and computers. Although these are useful tools in the laboratory, they do not show the complicated relationships that exist among structures in dissection specimens. It is knowledge of internal anatomy of organisms which informs an understanding of function and physiology. Furthermore, morphological change during time and space is the cornerstone of an understanding of taxonomic and evolutionary relationships. The Biology Faculty has a deep respect for all organisms, living and dead. They are committed to using the minimum number of dissection specimens necessary for high quality instruction. They understand some students find dissection objectionable for moral/ethical reasons. In such cases where a student is unable to dissect, they will supply that student with as many alternative experiences as possible. These alternatives may include models, electronic sources of information, photographs, and demonstration dissections. In any event, they do hold each student responsible and accountable for mastery of all course materials including dissected material.

The broad judgment among biologists is that dissection is vital to understanding core biological concepts. Although they embrace that position, they try to accommodate every student who wants to learn biology.

ENTERING CLASSES IN SESSION

During the regularly scheduled meeting time for a course, announcements by students or others from outside the class may not be made unless the professor has authorized, in advance and in writing, that the announcement will be permitted.

Specifically, students may not interrupt a class to discuss matters unrelated to that course's curriculum as defined by the instructor:

- unless invited or permitted to do so in advance by the instructor or
- when a matter of significant overall college importance requires that an exception be made to this general policy by the President or his/her designee.

Normally, students should communicate with other students about non-academic announcements through posters and signs that meet college requirements, students should call the Office of Student Affairs at (201) 684-7456 for guidance.

FERPA

The Family Educational Rights and Privacy Act of 1974 protects the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

To protect the rights of students regarding these records, the College has established policies and guidelines that describe the records maintained, provisions for releasing information, provisions for student inspection and review of records, and provisions for changes in records when warranted. These policies are generally supervised by the Office of the Registrar. Additional information regarding FERPA can be found on the web: <http://www.ramapo.edu/registrar/ferpa/>.

In accordance with The Family Educational Rights and Privacy Act (FERPA), Ramapo College of New Jersey will only disclose confidential information from the education records of students to parents or other third parties provided the College has written consent from the student on file. A FERPA Waiver is available as a means for students to give the Registrar (or designee) permission to discuss their educational records with someone other than themselves (i.e., with a parent, guardian, etc.). The FERPA Waiver form is available in the Office of the Registrar or can be found on the web: <http://www.ramapo.edu/registrar/forms-transcripts/>.

Written consent will be kept permanently on file, and the Office of the Registrar (or designee) will release information regarding the student's education record to the person(s) who have been designated on this form. If for any reason a student decides to cancel this release, he/she must submit a letter withdrawing the consent, indicate the person(s) affected, and send or deliver the written notice to: Ramapo College of New Jersey, Office of the Registrar, 505 Ramapo Valley Road, Mahwah, NJ 07430.

The following information is considered part of the public record and may be disclosed upon request without the written consent of the student; unless the student has filed an objection with the Office of the Registrar (the student's home address or on-campus address is not directory information and may not be disclosed):

- Student's name
- Class level
- Ramapo College email address
- School and major field of study

- Participation in officially recognized activities and sports
- Photographs
- Honors, listed by town
- Dates of attendance
- Degrees and Awards received
- Current enrollment status (full/part time)

FIRE SAFETY

Fire safety is a high priority at the College. Fire safety procedures at Ramapo College promote lifestyle practices that focus on health and safety. Policies and procedures associated with fire safety are intended to inform, educate, and train students, faculty, staff and guests.

The Fire Safety Policies and Procedures, required reading for all students, are included in the Guide to Community Living; located at the following web address:

<http://www.ramapo.edu/students/reslife/guides.html>

Or visit the Fire Safety website for more comprehensive life safety information, including the Fire Safety Policies and Procedures covered in the Guide to Community Living. The web address is: <http://www.ramapo.edu/ehs/fire-safety/#policies>

FIRE SAFETY SYSTEMS ON CAMPUS

Fire safety policies and procedures, as well as information related to the Higher Education Opportunity Act Fire Safety Requirements, are posted on the web:

<http://www.ramapo.edu/ehs/fire-safety/>. Students are required to know proper fire evacuation procedures, be aware of the policies associated with student conduct, and know the sanctions for noncompliance with these policies.

All residence buildings have sprinklers and smoke and/or heat detector early warning devices. Students will be held accountable for inadvertently setting off these alarms. The most common types of violations are: the use of prohibited aerosol products, unattended cooking, and producing too much steam from the shower. Resident students are responsible for knowing the fire safety policies, procedures, prohibited items, and student actions that might trigger the fire alarm by accessing the Guide to Community Living.

Guide to Community Living:

<http://www.ramapo.edu/students/reslife/guides.html>

The devices are very sensitive. False alarms not only endanger the life and safety of all residents; but also the life and safety of the community, local police, the Mahwah Volunteer Fire Department and residents of the Mahwah Township.

Inadvertently setting off a fire alarm (due to unattended cooking)

1st offense - \$150.00 fine & completion of a fire education safety paper

2nd offense - \$300.00 fine & residence probation & possibly moved to a non-cooking facility

3rd offense – Removal from housing

Inadvertently setting off a fire alarm (due to non-cooking related issues, i.e. blow drying hair right under the smoke detector, spraying aerosol into air, hot showers)

10 hours community restitution & completion of a fire education safety paper

Tampering with fire alarm equipment

Students are prohibited from tampering in any way with fire safety suppression, detection, and any other fire safety equipment. Fire safety equipment includes, but is not limited to: fire extinguishers, pull stations, bells, smoke detectors, heat detectors, hydrants (including attachments), hoses, standpipe cabinets, sprinklers, sprinkler pipes and alarm panels.

Tampering includes, but is not limited to: covering with any products such as food, clothing, hats, and shower caps.

1st offense - \$500.00 fine & completion of a fire education safety paper

2nd offense – The case is referred to the College Disciplinary Review Board (see Code of Conduct, Section I: Adjudication of Cases).

False Alarms

Anyone alleged to have caused a false alarm will be referred to the Office of Student Conduct and also may be subject to prosecution to the fullest extent of the law

Fire Alarms and Failure to immediately evacuate from the building including failure to evacuate after warning and/or failure to evacuate at all.

\$100.00 fine

Prohibited Items and Actions

When it comes to fire safety, certain items and actions can compromise the safety of all within our community. Therefore, such items and actions are prohibited. If uncertain about a particular item or action, you are encouraged to bring such item(s) to or discuss plans that may compromise fire safety with your Resident Director who may refer you to Dennis Harrington, the College Fire Marshal. He can be contacted at dharring@ramapo.edu.

GENERAL EVENT PHOTOGRAPHY AND VIDEO POLICY

Students enrolled at Ramapo College may be included in marketing and communications materials, including the website and social media, via photographs and/or video. As a general rule, it is not necessary to obtain an image/photo release of any individual or group that is photographed or videoed in public venues or attending public events in order to use those photos or videos to promote Ramapo College of New Jersey. Public event venues include, but are not limited to: public spaces across campus, exterior walkways, entry ways, hallways, atriums, classrooms, sports fields, Bill Bradley Sports and Recreation Center, theaters, art galleries, bookstore, nature trails, Kameron Pond, the parking lot, the bandshell field, the Grove courtyard area, around and near the Havemeyer Arch, common congregation areas such as the dining halls, Curtin Call Cafe, student lounges, Robert E. Scott Student Center, residence area lounges, lawns/courtyards or outdoor spaces in front of and nearby residence halls, assembly areas, and all other similar public spaces.

If, however, an individual is photographed and/or videoed while in a public space and is easily recognizable in the photograph or video, the Office of Marketing and Web Administration or the Office of Communications and Public Affairs will obtain a Release Form from the student if the photograph or video will be distributed or published to organizations outside of Ramapo College of NJ. If a student is knowingly photographed while in a public space and prefers that their image not be used, it is their responsibility to inform the photographer of their preference at the time the photograph is taken. If a student intentionally and knowingly poses for a photo, their involvement in the photograph indicates a reasonable consent to use their image.

Students who have a concern about the use of their image or who would like the College to remove their image from being used can contact the Office of Marketing and Web Administration and/or the Office of Communications and Public Affairs. Both offices are located in Suite D-211 and can be reached at (201) 684-7602.

GOOD SAMARITAN POLICY

Objective: To save lives and acknowledge that student health and welfare are essential.

Philosophy Statement: The College takes pride in the partnership that exists between students and the officials who respond to emergency situations. The health and safety of students as it relates to critical incidents regarding alcohol and other drug use, misuse, and abuse are of paramount concern; especially when the individual is in need of timely medical assistance. Students must never hesitate to contact authorities when they suspect they themselves, another student, or a non-student is in need of urgent medical care stemming from their use of alcohol or other drugs because they are concerned that the incident may lead to disciplinary actions for themselves or others. In case of emergency students must call the Public Safety Department, (201) 684-6666, a Resident Assistant, or dial 911 from a cellphone.

Examples of critical incidents where students are encouraged to activate the Good Samaritan Policy by calling for help:

- A student is apprehensive to call for help because s/he has consumed enough alcohol (or other drugs) to be considered to be in an intoxicated state in violation of laws and/or college policies;
- A student is reluctant to call for help for another student who is unconscious, unresponsive, or violently vomiting due to alcohol or other drug use;
- A student is hosting a social gathering where alcohol or other drugs are available. An attendee at the gathering is intoxicated and in need of medical attention;
- A student is attending a social gathering where alcohol or other drugs are available. A person is intoxicated and in need of medical attention;
- An intoxicated student has been “put to bed” by a peer fearing that calling for help will involve disciplinary actions and/or parental notification.

Protocol:

- The Good Samaritan Policy is applied after an incident has been reviewed in the Office of Student Conduct. College personnel responding to an incident will follow

- all protocols on the scene, including documentation of the incident and of those involved.
- The Good Samaritan Policy applies to students who seek medical attention for themselves or students seeking help for another intoxicated individual. Medical attention includes an assessment by first-responders.
 - Other violations of the Code of Conduct documented, including but not limited to: the threat of harm to others, damage to College property, violations of the College Hazing Policy or sexual victimization may be referred to the Office of Student Conduct for review and possible disciplinary action or referrals to the Center for Health and Counseling Services. In other words, other Code of Conduct violations associated with the incident may NOT be granted amnesty.
 - The Good Samaritan Policy exists so that students will do the right thing and seek medical attention for themselves or others without the fear of disciplinary outcomes. The incident does not become recorded on the student's official disciplinary record in the Office of Student Conduct. A record will exist in the Office of Student Conduct that the incident transpired, but is not normally reportable to outside employers, agencies, or noted on a transcript. The record exists to track the student's behavior should there be another incident of a similar nature. **Please note that some background checks for local, State, and/or Federal levels of employment require the full disclosure and release of all student records.**
 - College officials will use the protocols in place for communicating with a student's emergency contacts should a student be hospitalized or if it is deemed by officials to be a dangerous or potentially dangerous condition or circumstance. In other words, the student's emergency contact person will most likely be called.
 - As per college protocol, a student who is transported to the hospital for an alcohol or drug related incident will be issued an Interim Suspension. An Interim Suspension is not a disciplinary action and is therefore not covered by the Good Samaritan Policy. The student should follow the Interim Suspension guidelines for reinstatement to the College.
 - **The College reserves the right to review each occurrence and make determinations on a case by case basis.**

Full Amnesty: Violations of the Code of Conduct that fall under this policy will not be referred to the Office of Student Conduct for formal action. The student(s) involved will be asked to meet with the Director of Student Conduct (or designee) to discuss the incident and the Code of Conduct. The Director (or designee) may make recommendations to the student(s) that include education and/or intervention through the Center for Health and Counseling Services. In cases where the student is hospitalized, an alcohol and other drug assessment with the Center for Health and Counseling Services will be strongly encouraged and the student may expect a counselor to follow up with her/him depending on the results of the assessment.

Provisions: This policy is in place to provide help and support for the health of Ramapo College students in isolated situations. It does not excuse or protect those who repeatedly violate College policy. In most cases, the Good Samaritan Policy will be applied once - either to the intoxicated student, those that have served alcohol or other drugs, or those

attending social gatherings. In other words, repeat offenders may have their cases referred to the Office of Student Conduct for a formal disciplinary review.

Responding officials will use standard protocols for documenting information and collecting identification. All students are expected to comply and provide identification. Students should not assume that the Good Samaritan Policy applies to them at the time of the incident.

GUEST AND VISITATION POLICY

Guest Procedures

Guests are allowed in the halls as long as they comply with all Residence Life policies and procedures and do not disturb the normal operation of the building. Guests must carry the appropriate valid identification on them at ALL times as well as their approved Guest Registration Form. Guests must remain with their resident (host) at all times. Residents may submit a Guest Registration Form prior to their guest's arrival, however all required information needs to be filled out fully.

Residents will be held accountable for the behavior and actions of their guest(s).

Each registered guest is allowed to stay on-campus no more than three (3) nights (consecutively or not) within a seven (7) day period. A night begins and ends at 10:00PM. RCNJ residents are allowed to host up to two (2) guests at any given time.

All guests residing on-campus past the hours of 10:00PM must carry an approved Guest Registration Form and the appropriate valid form of identification at all times. Guests may not move from host to host to stay on-campus more than three (3) nights.

Current RCNJ residential students do not need to be registered as a guest. All residents are responsible for the behavior and action of their guests.

The College automatically assumes that all residents within a shared housing unit (room/suite/apartment) agree to permit their roommate, suitemate, or apartment-mates to register guests in their shared housing unit, without having to provide prior acknowledgment of those guests. However, residents have the right to opt-out of this automatic Guest Registration by contacting their Resident Assistant to facilitate a roommate/suitemate/apartment contract. As with any roommate/suitemate/apartment contract, if someone violates the terms of the contract, staff in the hall/area office must receive a formal complaint before they can act upon it. It is important to note that once a complaint is received for a particular room/suite/apartment, all residents of that space may lose guest privileges until they come together and a contract is developed.

It is essential that students adhere to the Social Gathering Policy for the assigned room/suite/apartment. It is the responsibility of roommates/suitemates to alert the host of the guest of any issues or concerns they may have concerning any guests or the amount of guests entering their room/suite/apartment. It is recommended that students have open conversations with roommates/suitemates about guest expectations.

Adult Guests (18+)

An Adult Guest is defined as anyone who is age 18 years or older and not assigned to an on-campus student residence room, suite, or apartment.

Examples of Guests:

- RCNJ Commuter Students
- RCNJ Former Students
- Non-RCNJ Students
- Non-RCNJ Family Members

These individuals need a Guest Registration Form and can be registered any night of the week. All guests must remain with their hosts at all times. Guests must carry the approved Guest Registration Form and a valid form of identification.

Acceptable Identification: Any <u>current</u> government issued photo identification:		
State Driver's License	State issued photo identification card	Military Identification Card
Permanent Resident Card	Passport of any Country	

Unacceptable Identification: Any forms of identification that are not government issued with a photo will not be accepted for guests:		
Any college identification cards (Including Ramapo Commuter IDs)	General photo identification cards (i.e. – Work Identification cards, Volunteer Identification cards)	Birth certificates
Credit Cards of any kind (i.e. – Credit Card displaying the owner's face)		

Minor Guests (Under age 18):

A Minor is defined as a person under 18 years of age. Minor Guests are only permitted to visit on the weekends (Friday-Sunday).

Minors over the age of 14 must provide a current high school identification card. All other forms of acceptable Identification listed above will be sufficient as well.

Failure to adequately supervise guests who are minors may result in disciplinary action or termination of minor visitation privileges for the Ramapo resident.

It is highly recommended that anyone who wishes to host a guest (or guests), who is (are) a minor to notify his/her respective hall office in advance.

All guests, regardless of age, must abide by all Ramapo College, local, State, and Federal regulations and rules.

Guest Registration Availability and Submission:

In order to have a guest(s), the resident (host) must register his/her guest(s) by completing a Guest Registration Form and submitting it to the respective locations indicated in the chart

in this section. Guest Registration Forms will **ONLY** be approved by the Residence Hall Office or Desk Attendant Booth of the host, with the exception of those who live in The Village or The College Park Apartments. When the Hall Offices of The Village and The College Park Apartments close, residents from those areas must get their Guest Registration Forms approved at the Residence Hall Office closest to their place of residence.

Residents who have agreed with their roommate/suitemate to grant permission prior to a guest visiting must provide their signature in the provided space on the form.

Please review the chart for where a Guest Registration Form can be obtained and submitted.

<u>Traditional Residence Halls</u>		
{Pine, Linden, Laurel, Mackin, Bischoff and Overlook}		
Monday-Friday	11:00am - 12:00am	Residence Hall Office
Monday-Friday	10:00pm - 5:00am	Desk Attendant Booth
Saturday-Sunday	8:00pm - 10:00pm	Residence Hall Office
Saturday-Sunday	10:00pm - 5:00am	Desk Attendant Booth
<u>Apartment Residence Areas</u>		
{Village and College Park Apartments (CPAs)}		
Monday-Friday	11:00am - 12:00am	Residence Hall Office
Monday-Friday	10:00pm - 5:00am	Desk Attendant Booth (CPAs- Go to Mackin/Bischoff/Overlook) (Village- Go to Laurel/Pine/Linden)
Saturday-Sunday	8:00pm - 12:00am	Residence Hall Office
Saturday-Sunday	10:00pm - 5:00am	Desk Attendant Booth (CPAs- Go to Mackin/Bischoff/Overlook) (Village- Go to Laurel/Pine/Linden)

Guest policy Violations:

No one may use the guest procedure to evade paying proper residence hall charges. Guests may not move from host to host in order to stay on campus for more than the duration the policy states. Students and guests who are found to be in violation of these procedures will be documented by the Residence Life Staff or Public Safety Officers. Students who violate the Guest Policy may be referred to Office of Student Conduct and may be subject to a residence area ban. Individuals, such as runaways or others fleeing lawful parental authority, are not permitted as guests.

NOTE: Depending on the situation, the College reserves the right to change or limit guest procedures. Guest privileges will be revoked if actions impede the teaching and learning processes that are at the heart of the College's mission. Guests' personal behaviors should conform to the wishes of all the residents in the room/suite/apartment. It is the host's responsibility to report the misconduct of guest(s) to the Public Safety Department or Residence Life staff immediately.

Other Information:

There are designated times throughout the year when guest privileges are more restricted in order to conform with Residence Hall operations. Included here is a listing of these times and

guest expectations and procedures. Residents who reside on campus may not use their residency to allow others to circumvent paying for housing.

<i>Time:</i>	<i>Policy:</i>	<i>More Information:</i>
Fall Early Arrival Check-in	No Guests Permitted until check-in begins for designated building/ area	Residents in Early Arrival Housing who are approved to arrive to housing early due to an affiliation with a group on campus are not permitted to have guests. All new students, including First-year student and Transfer students, are prohibited from hosting guests until the start of classes.
Thanksgiving Break	Guests Permitted. Normal Guest procedures are followed.	Residence Hall Offices work on a revised schedule. <u>Desk Attendants work normal hours – 10pm-5am.</u>
Fall Semester Finals	Guests Permitted. Normal Guest procedures are followed.	It is important to note that it is 24-hour quiet hours during this time and residents should be mindful of peers who are studying or preparing for finals. Please review expectations regarding 24-hour quiet hours and residents are expected to hold their guests to the same standards.
Fall semester check-out extensions	No Guests Permitted.	Residents are approved for a check-out extension for academic related reasons. No guests are permitted.
Winter Interim Housing	Guests Permitted. Normal Guest procedures are followed.	Winter Interim Housing period is for students who reside on campus in order to work for the college, are international students, or are in-season athletes. Residence Hall Offices work on a revised schedule. <u>Desk Attendants work normal hours – 10pm-5am.</u> Winter Interim Housing residents do not have the authority to allow roommates/suitemates/apartment mates to move into residences prior to normally scheduled check-in date. A Student who is found violating this will be considered an Illegal Resident. Please reference the illegal resident procedures as listed below.
Spring Early Arrival Check-in	Guests Permitted. Normal Guest procedures are followed.	Residents in Early Arrival Housing, who are approved to arrive to housing early due to an affiliation with a group on campus, are permitted to have guests. Residence Hall Offices work on a revised schedule. <u>Desk Attendants work normal hours – 10pm-5am.</u> A resident cannot register a semester roommate/suitemate/ apartment mate as a guest during this time period. Spring Early Arrival residents do not have the authority to allow roommates/suitemates/apartment mates to move into residences prior to normally scheduled check-in date. A Student who is found violating this will be considered an Illegal Resident. Please reference the illegal resident procedures as listed below.
Spring Break	Guests Permitted. Normal Guest procedures are followed.	Residence Hall Offices work on a revised schedule. <u>Desk Attendants work normal hours – 10pm-5am.</u>
Spring Semester Finals	Guests Permitted. Normal Guest procedures are followed.	It is important to note that it is 24-hour quiet hours during this time and residents should be mindful of peers who are studying or preparing for finals. Please review expectations regarding 24-hour quiet hours and residents are expected to hold their guests to the same standards.
Spring semester check-out extensions	No Guests Permitted.	Residents are approved for a check-out extension for academic related reasons. No guests permitted.
Summer School	Guests are Permitted	The Residence Hall Offices work on a revised schedule. Once a resident participates in the end of summer “all summer move-over “no guests are allowed until regular check-in begins for designated building/ area. This is regardless of Fall placement on campus.

Guest parking Procedures:

Guests are allowed to bring their vehicles on-campus. Attached to the Guest Registration Form is a parking pass. All parking passes must be completed thoroughly, stamped for

approval, and placed on the dashboard of the guest's car. Guests may only park in designated Parking Lot D, located close to the South entrance.

If a Guest is not registered prior to coming to campus, they should first park their car in Parking Lot D before receiving a Guest Registration Form Parking Pass from the appropriate residence hall. After receiving an approved Guest Registration Form Parking Pass, that guest should immediately put the parking pass on the dashboard of his/her vehicle. If a guest receives a ticket from Public Safety for parking in Parking Lot D without a Guest Registration Form Parking Pass between the time of parking his/her vehicle, receiving a Guest Registration Form Parking Pass and putting it on his/her vehicle, the ticket may be revoked, if appealed. The guest should indicate that she/he was in the process of receiving a Guest Registration Form during the time the ticket was issued.

If a guest is only interested in visiting the campus for a couple of hours during the day, she/he should visit the Public Safety Booth at the front of the College for a day parking pass.

Guest Transportation Procedures:

Guests are welcome to use both the RCNJ Shuttle and the NYC Port Authority Bus.

RCNJ Shuttle: Guests are welcome to use the RCNJ Shuttle. They must be with their host at all times. All guests should have their Guest Registration Form available when riding the RCNJ Shuttle; they may be asked to present it. If a guest is using the RCNJ Shuttle to arrive from the train station, the host must be onboard the RCNJ Shuttle to meet him/her. The times and destinations for the RCNJ Shuttle are located on the Ramapo website.

NYC Port Authority Bus: Guests are welcome to use the NYC Port Authority Bus. Their ticket must be purchased with their host's Ramapo ID at Roadrunner Central. A guest is not required to present a Guest Registration Form to ride the NYC Port Authority Bus.

COLLEGE HAZING POLICY

Students who are members of or are interested in becoming members of fraternities or sororities at Ramapo College are required to read and agree to abide by the Potential New Member (PNM) Bill of Rights. Their signatures indicate acceptance of this responsibility. Hazing includes organizing, engaging in, facilitating, or promoting any conduct that places or may place another person in danger of bodily injury (the consent of those hazed will not be accepted as a defense). Hazing and aggravated hazing are also crimes punishable under the provisions of Title 2C of the Statutes of the State of New Jersey. Failure to comply with any of the standards or requirements outlined in the New Member Bill of Rights (developed by the Attorney General of the State of NJ pursuant to N.J.S.A. 18A: 3-24 et. Seq.) will be considered a violation of the Code of Conduct. Subsequent changes in hazing laws are automatically included in the Code upon their adoption.

According to New Jersey law an individual is guilty of hazing if, "in connection with the initiation of applicants to or members of a student or fraternal organization, he or she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily

injury.” Additionally, “a person is guilty of aggravated hazing, a crime of the fourth degree, if he/she commits an act prohibited... which results in serious bodily injury to another person.”

Ramapo College defines hazing as:

"Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol during new member activities; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the campus; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Depending upon circumstances, these activities have at one time or another been construed as hazing by the courts and/or institutions of higher education. Such actions are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Thus, hazing may be perpetrated by individual(s), group(s), or part(s) of a group. Below are examples of hazing activities prohibited by College policy.

Examples of Hazing Activities Prohibited by Ramapo College:

- a. Requiring any form of exercise or physical activity (such as crunches, push-ups, running, lunges, carrying heavy items, standing for long periods of time)
- b. Requiring a regimented public demeanor, i.e. marching, military-like demeanor, limiting use of automatic doors, restricting walking patterns, prescribing set walking formations, such as single file, or cutting corners
- c. Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact; prohibition from speaking with College officials, faculty, employers/clients, club membership or leadership or roommates or prohibition from speaking with family/friends even in emergency situations
- d. Requiring individuals to walk or march in formation of any kind
- e. Publically wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc.)
- f. Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact
- g. Requiring the ingestion of any substance i.e., spoiled food, drink, concoctions, water, hot sauce
- h. Prolonged exposure to the elements
- i. Physical assault/harassment i.e., branding, blindfolding or hand-tying, beating
- j. Requiring dietary intake in any way i.e., food restrictions, limitations, designating diet, healthy or otherwise
- k. Conducting activities that do not allow adequate time for study or sleep
- l. Requiring prescribed greetings or recitation as part of Potential New Member (PNM) activities/PNM program in academic areas

- m. Deprivation of or interference with the maintenance of a normal schedule of bodily cleanliness
- n. Expecting certain items to always be in one's possession that have no significance to the organization (as stated by the governing body) or that are physically burdensome or potentially dangerous (i.e., PNM book, rock, bricks, pumpkin, stuffed animal) etc.
- o. Engaging in unauthorized activities which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the township of Mahwah i.e., road trips, treasure and scavenger hunts, kidnapping, sneaks, drop-offs, etc.
- p. Forcing PNM's to perform individual acts or acts as a group which are crude, degrading and meant to embarrass and/or humiliate, i.e., acting like an animal, simulating sexual acts
- q. Assigning or endorsing pranks such as borrowing or stealing items, painting property and objects of others, or harassing other individuals or groups
- r. Non-physical harassment including yelling and screaming or calling individuals demeaning names
- s. Requiring any personal servitude to another individual or group such as running errands, cleaning, making food runs, cooking, performing someone else's academic work, requiring a PNM to be a designated driver* even if not involved in the activity
* *this in no way should impede designated driver programs within chapters*
- t. Questioning under pressure including using line-ups or drills
- u. Simulating or requiring activity of a sexual nature, or threatening to do so
- v. Expecting illegal activity or threatening to require illegal activity
- w. Psychological games used to intimidate PNM's, isolating PNM's and/or abandoning or falsely imprisoning PNM's

Hazing is hazing regardless of consent. Agreeing to any of the aforementioned activities or any other unauthorized activity does not make it acceptable.

Organizations may not employ practices that are contrary to governing body policy. Activities banned by governing bodies are also considered banned by Ramapo College of New Jersey. Where organization and college policies differ, the College policies will prevail.

Please note: This list by no means covers all activities and actions that can be considered hazing. Should students have questions or desire clarification on any of these items, please contact the Center for Student Involvement, Student Center Room 200, or call (201) 684-7593.

IDENTIFICATION CARDS

Ramapo College students are required to possess and carry on her/his person (at all times) a current, validated, college-issued photo ID card. Identification cards can be processed and validated in the Public Safety Identification Room, (C-101), Monday through Friday 8:30am to 4:00pm when the College is in session; and Monday through Thursday, 8:30am to 4:30pm during the summer months. ID cards are to be validated each term of enrollment and are necessary for access to College facilities, library use, the Bradley Center, entrance to student dining areas (meal plan dining), and must be produced upon the request of appropriate college officials. A replacement fee is charged when an ID card has been lost or mutilated.

The Public Safety Department offers an “Over 21 ID.” Additional information concerning Over 21 ID cards is available on the web:
<http://www.ramapo.edu/publicsafety/>.

IMMUNIZATION REQUIREMENTS (N.J.A.C. 8:57-6.18)

If you are a matriculated full time undergraduate or part time/full time graduate student who is under the age of 31 years at the time of enrollment, you must submit proof of the following to the Health Services Office:

- 2 immunization for measles (rubeola), and
- 1 immunization for German measles (rubella), and
- 1 immunization for mumps (parotitis), and

These vaccinations must have been given on or after 01/01/68 and on or after the first birthday. Records can be obtained from a family physician, high school, health clinic, or the college/university last attended. Immunization records or laboratory proof of immunity must be sent directly to Health Services.

Proof of one (1) meningococcal immunization is required of any student (undergraduate or graduate) who resides in campus housing. It is recommended that the vaccine should have been administered no more than 5 years prior to residing in campus housing or a booster vaccine is recommended.

All full-time (12 or more credits) students (undergraduate or graduate) must submit proof they have received the three-dose series of Hepatitis B vaccinations. Laboratory proof of immunity to Hepatitis B is also acceptable if record of vaccination cannot be found.

In addition to the above New Jersey State requirements, all students (undergraduate and graduate) must submit proof of a Mantoux / PPD tuberculosis skin test. This test can be administered no more than six months prior to your starting classes at Ramapo College. Even if student’s age exempt to the other immunization requirements, the student must still meet this requirement.

Please refer to the current Ramapo College Health Services Immunization form, <http://www.ramapo.edu/students/health/docs/Immunization-Form-2013.pdf> for more detailed information about vaccination and testing requirements.

Students who do not comply will be prevented from registering or attending classes, according to State Law and College policy.

INVOLUNTARY LEAVE OF ABSENCE POLICY

Reason for this Policy

The College has an obligation to protect its community members from the risk of harm and preserve the integrity of its educational environment. Some student behaviors which threaten health and safety and disrupt the learning environment may prove to be caused by treatable medical or mental health conditions which are classified as disabilities under State and Federal discrimination laws. While Ramapo College of New Jersey reasonably accommodates students with disabilities in the College’s educational facilities and programs

in compliance with section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 2008 (ADAAA), and any applicable State regulations, the College has an obligation to assess whether the student who is exhibiting harmful behaviors can be reasonably accommodated in the College learning environment without unacceptable risk to others. Pursuant to this policy, the Involuntary Leave of Absence may be imposed when a student behaves in a way which threatens harm to others, or when the student is unable to effectively function, or when the student's behavior significantly disrupts the educational environment of others. When determining whether and when the student can return from the Involuntary Leave of Absence, the College will consider evidence of the student's medical or mental health conditions, disabilities, and other facts and circumstances contributing to the student's behavior, and make an individualized assessment of the student and the health and safety risks posed by the student's behavior.

Purview of this Policy

An Involuntary Leave of Absence is issued, in writing, by the Dean of Students (or designee), in consultation with the Center for Health and Counseling Services staff, following the issuance of an Interim Suspension, in which a student was immediately suspended from the entire campus pending further evaluation of the circumstances that led to the Interim Suspension. At the Interim Suspension hearing, the Dean of Students (or designee) meets with the student in person, and makes an individualized assessment of the student's behavior based upon the information available at the time of the hearing. At or after an Interim Suspension hearing, an Involuntary Leave of Absence may be issued. In very limited circumstances, the Dean of Students (or designee) may convert an Interim Suspension to an Involuntary Leave of Absence without an Interim Suspension hearing. An Involuntary Leave of Absence is issued when it has been determined by the Dean of Students (or designee) that the student demonstrated any or all of the following behaviors:

- a. Engages, or threatens to engage, in behavior(s) which pose a danger of causing harm to others;
- b. Exhibits behavior(s) that renders the student unable to effectively function in the residence areas and/or the College;
- c. Exhibits disruptive behavior(s) that significantly interferes with the educational pursuits or living environment of others.

Procedure

1. A student who is placed on an Involuntary Leave of Absence following the Interim Suspension hearing will remain suspended from the entire campus and will not be allowed to:

- a. attend classes on campus;
- b. represent the College in any way as part of a team, student organization, etc.;
- c. take tests on campus without prior permission of the Dean of Students (or designee);
- d. hand in work in person without prior permission of the Dean of Students (or designee);
- e. be on any part of campus for any reason without prior permission of the Dean of Students (or designee);
- f. use any of the College's services (e.g. academic or student services) in person without prior permission of the Dean of Students (or designee);

- g. work on an on-campus job or at an off-campus internship, co-op or other experiential learning placement arranged by the College.
2. The student will be required to submit any or all of the following documents and evidence required for an individualized assessment of the student:
- a. a written psychological evaluation by a New Jersey or New York licensed psychiatrist or psychologist, or clinical social worker of the student's own choosing and at that student's expense;
 - b. a written psychological evaluation and report utilizing the following testing*: i) intelligence, ii) personality, iii) projective testing, iv) violence/risk; *at the College's choosing (see list of approved NJ psychologists) and at the student's expense
 - c. a written medical evaluation by a New Jersey or New York licensed physician of the student's own choosing and at the student's expense;
 - d. treatment records for the prior three years regarding treatment of the student for any injury, illness, substance abuse, medical or mental health condition which the student claims may have contributed to the incident and the behavior which resulted in the imposition of the Involuntary Leave of Absence;
 - e. relevant background checks on the student for i) criminal record; ii) record of domestic violence; iii) record of neglect or abuse of minors; iv) record of discipline for misconduct by another educational institution or a public employer.

A student referred for evaluation and/or requested to consent to background checks and/or requested to disclose treatment information will be informed in writing by the Dean of Students (or designee) either by hand delivery, email, or certified mail via the Notice of Involuntary Leave of Absence form. The student and all evaluators or treatment professionals required to submit documentation will be provided a copy of this policy and the Notice of Involuntary Leave of Absence form.

Under section 2b, when specific testing is required, the College reserves the right to choose the NJ licensed psychologist to perform this function because it falls under a specialized field of training that many psychologists do not have. A list of specific NJ licensed psychologists will be provided to the student. Should the student wish to use a different licensed psychologist to conduct the testing the psychologist must be vetted by the Director for the Center for Health and Counseling Services prior to any evaluation.

The College will furnish the selected health professional(s) with collateral information which pertains to the reasons why an Involuntary Leave of Absence was issued. These may include, but are not limited to, information from the Emergency On-Call Counselor, On-Call Administrator, Public Safety officer, emergency room visit, College disciplinary records, medical, psychological or psychiatric evaluations, and eyewitness accounts. The health professional(s) will be provided this information in connection with an assessment that is considered to be a health and safety emergency under the Family Educational Rights and Privacy Act (34 C.F.R. Section 99.31 (a) (10)).

The Involuntary Leave of Absence will continue in effect until the requested documentation (see documentation requirements in #3) is submitted, has been reviewed by the Director for the Center for Health and Counseling Services (or designee), and the Dean of Students has made a determination regarding the student's status.

3. If a written report concerning the student's evaluation is requested by the College under 2(a) and/or (c), the evaluation must be submitted for review by the Director for the Center for Health and Counseling Services (or designee). **Each written evaluation MUST be based upon an examination of the student by the health professional in-person, conducted on a date following the evaluator's receipt of the collateral information furnished by the College (see above), must be submitted on professional letterhead, and must contain the following information:**

- a. Diagnosis/presenting problem;
- b. History of diagnosis;
- c. Treatment history;
- d. Medical history (include medications);
- e. Family history: include family mental health problems, domestic violence, attempted or completed suicide(s) of family members, and substance abuse history;
- f. Social history;
- g. Academic functioning;
- h. Substance use history;
- i. High risk behavior: include incidents of suicidal ideation/behavior; suicide attempts; homicidal ideation; violent thoughts/behavior; sexual predation; self-mutilation; purging and/or self-starvation;
- j. Threat assessment: include nature, duration, and severity of risk; probability that due to the student's medical or psychological condition that harm to others, threats of harm to others, inability to function effectively, or disruptive behavior may continue to occur or re-occur;
- k. Risk Prognosis: whether the student's adherence to a treatment plan and/or reasonable accommodations or modifications of policies, practices, or procedures will sufficiently mitigate the risk and allow the student to return successfully to College – i.e., academic course load (full-time or part-time status), living arrangements (on-campus with or without roommates, substance-free housing, at home, off-campus), academic support services (tutoring, etc.) and specify how each listed accommodation is intended to mitigate specific adverse impacts of a student's medical or mental health condition or disability, and to improve the student's ability to function on campus without significant disruption to the College;
- l. Evaluation: a recommendation concerning an immediate return to College, a delay in return while treatment is underway, or a recommendation that the student not return given current circumstances. A statement concerning the ability of the student to successfully function in an environment where student must: i) pay attention in class and not interfere with the rights of others to learn; ii) complete assignments independently, relate to diverse individuals, and carry on personal business without supervision, iii) live under only very general supervision and in the company of one or more other students (if assigned to a campus residence); iv) maintain reasonable standards of personal hygiene; and v) refrain from violating provisions of the student Code of Conduct is essential;

- m. Treatment Plan: continued medical or mental health treatment; rehabilitative or physical therapy; psychiatric or psychological counseling; treatment for substance abuse; adherence to a prescribed medication regimen; no alcohol or non-prescribed drugs, etc.; and the duration of such limitations must also be noted.

4. Following receipt of the evaluation and a signed release of information from the student allowing communication between the Center for Health and Counseling Services and the health professional(s), the Director for the Center for Health and Counseling Services (or designee) will review it, may consult with its writer directly, will meet with the student, and will then make a written recommendation to the Dean of Students (or designee) regarding the student's continued attendance or withdrawal and any conditions which should apply to that attendance, including the matter of the student's place of residence. If the evaluation report is deficient and cannot be adequately supplemented by conversations with the health professional(s), the Director may recommend that the Involuntary Leave of Absence continue, pending the College receiving and reviewing a supplemental evaluation report based upon an examination of the student performed by a New Jersey licensed physician, psychiatrist, psychologist, or clinical social worker of the College's choosing.

5. The Dean of Students (or designee) will meet with the students and the Director for the Center for Health and Counseling Services (or designee) to review the recommendations from the Director for the Center for Health and Counseling Services and all other documentation submitted under this policy, and to personally observe and individually assess the student's functioning. After this meeting, the Dean of Students (or designee) will prepare a written statement to the student within five (5) business days, indicating one of the following determinations:

- a. The student may return to all normal College activities, without conditions; recommendations for reasonable accommodations of any disability shall be referred to the College's Office of Specialized Services;
- b. The student may return to the College but with conditions applied (e.g., on-campus residence is not permitted); recommendations for reasonable accommodations of any disability shall be referred to the College's Office of Specialized Services;
- c. The student shall remain on Involuntary Leave of Absence pending the student submitting to, and the College receiving and reviewing, a supplemental evaluating (contents as specified by the College) performed by a New Jersey licensed physician, psychiatrist, psychologist, or clinical social worker of the College's choosing.

6. A determination from the Dean of Students (or designee) that a student is not permitted to return to the College shall be issued in writing and shall assess the evidence supporting the determination including significant risks to the health, safety, and College operations posed by the student's behavior which currently preclude the student's return to the College. The student will be withdrawn from his/her classes; grade(s) of W will be administratively assigned, and will be recorded on the student's transcript.

7. If the student's return from an Involuntary Leave of Absence is denied, he or she may file an appeal with the Vice President for Enrollment Management and Student Affairs if the student can demonstrate that:

- a. A specified procedural error or errors in the interpretation of College regulations were so substantial as to effectively deny the person fair consideration;
- b. The decision is held to be arbitrary and capricious

Such appeals must be submitted in writing to the Vice President for Enrollment Management and Student Affairs within five (5) business days from the date of notification of the denial of an Involuntary Leave of Absence. The decision of the Vice President for Enrollment Management and Student Affairs is final.

8. A registration hold will be applied to the student's account. If the student has already registered for the subsequent semester the student will be deregistered.

9. Any student on Involuntary Leave of Absence status on the final day of the exam period in a semester will be withdrawn from his/her classes for that semester; grade(s) of W will be administratively assigned, and will be recorded on the student's transcript. The Involuntary Leave of Absence restrictions will continue and the College Registrar will not enroll the student in any course(s) unless the documents and information requested on the notice of Involuntary Leave of Absence are submitted for review and a determination is made by the Dean of Students (or designee) based upon an individualized assessment of the student.

Code of Conduct Violations

Evidence of the student's conduct which resulted in the imposition of an Involuntary Leave of Absence may be referred by the Dean of Students (or designee) to the College's disciplinary process at any time during or following the Involuntary Leave of Absence, and may result in disciplinary action against the student under the College's Code of Conduct.

Complaint Procedure

Section 504 of the Rehabilitation Act of 1973 requires that institutes of higher learning make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow for the full participation of students with disabilities in the same programs and activities available to nondisabled students. Under the Americans with Disabilities Act (ADA), the college must ensure that students are not excluded from or denied of the benefits or services and programs or activities of qualified persons with disabilities on the basis of disability.

If a student believes that they have been discriminated against under the Involuntary Leave of Absence policy, they can file a complaint with the College's ADA Coordinator. The Director of Affirmative Action and Workplace Compliance serves as the ADA Coordinator and assures that the college is in compliance with the ADA and other federal and state laws and regulations pertaining to persons with disabilities. Complaints should be directed to the Director of Affirmative Action and Workplace Compliance, (201) 684-7540.

Notifications

The College reserves the right to notify a student's designated emergency contact that an

Involuntary Leave of Absence has been issues due to a health and safety emergency. The student's designated emergency contact may be asked to make arrangements for safe removal of the student from the college environment.

MEDICAL LEAVE OF ABSENCE (MLOA)

Request for a Medical Leave of Absence

Ramapo College of New Jersey (RCNJ) students may apply for a Medical Leave of Absence (MLOA) from the College for reasons of medical or psychological illnesses. Students must withdraw from all registered courses under this policy. There are rare occasions when it is appropriate for students to receive a medical withdrawal from one or two courses (i.e., a medical injury that renders a person unable to participate in a course which requires physical activity). Such exceptions will be considered on an individual basis, the grade for each course the student withdraws from will be recorded as "W" on the student's transcript. **There will be no refund if the request for a MLOA is completed after the College course withdrawal deadline (see Academic Calendar).**

When a student experiences a medical or psychological condition that is so serious where it requires that the student take a medical leave, it is strongly recommended that the student take off, at minimum, one full semester from his or her academic studies. This time is often needed in order to obtain the necessary psychological or medical treatment.

Student benefits and considerations of taking a MLOA

- A MLOA sometimes qualifies a student to initiate a leave of absence later in the semester than might normally be permitted for other forms of leave.
- Taking a MLOA should not impact insurance coverage. However, it is advised that a student inquires with their insurance carrier regarding coverage.
- For international students, a MLOA may affect one's legal status, International students holding visas, including F-1 or J-1 visas, should consult with the Director of International Student Services or their own counsel before filing for a MLOA to make sure they meet with the immigration regulatory requirements. The International Center is located on the first floor of the Anisfield School of Business I the Roukema Center for International Education.
- Students who live in housing must following the housing withdrawal process outlined in the Guide to Community Living. Students intending on returning to housing after obtaining clearance to return from a MLOA must contact the Office of Residence Life via e-mail at reslife@ramapo.edu. The Office of Residence Life will make every reasonable effort to provide housing to a student who is returning from a MLOA.
- Students can take as much time as needed away from the College to recover from their condition; however, students who do not take classes for two or more consecutive semesters must reapply for admission. Students who stay out for longer than two consecutive semesters and are readmitted and are readmitted will continue their studies under the graduation requirements in effect at the time of their readmission.

- Students who withdraw and have received financial aid must contact the Financial Aid office. Some student aid may need to be returned. Any balance that result from a reduction in aid is the student's responsibility.

Process for Obtaining a MLOA

If a student wishes to apply for a MLOA, he/she must contact the Center for Health and Counseling Services (CHCS) to request an evaluation for the purpose of pursuing a MLOA. If the condition is psychological in nature, contact Counseling Services (CS) (201) 684-7522. If the condition is medical in nature, contact Health Services (HS) (201) 684-7536.

In order to both obtain a MLOA and to return from a MLOA a student must obtain a medical recommendation from the appropriate unit (Counseling Services or Health Services) within the Center for Health and Counseling Services.

MLOA Due to a Psychological Condition

- Contact and schedule an appointment at CS to request an evaluation for the purpose of pursuing a MLOA. The evaluation process, which may occur over a few sessions, assesses whether a student's psychological condition meets the criteria for a medical leave.
- If the student is being treated by an off-campus provider CS will require medical documentation or a detailed letter from the off-campus treatment provider stating: 1) diagnosis, 2) date of onset, 3) effect the psychological condition has on the student's ability to perform academically, 4) prognosis, and 5) treatment plan. This information is reviewed by CS to determine if the psychological condition warrants a MLOA. The withdrawal determination is based on the severity and onset of the condition and its impact on the student's ability to meet his/her responsibilities as a student. The student seeking a MLOA will be asked to provide written consent for CS counselors to consult with his/her current treatment provider(s).
- After the evaluation is completed and has been approved by the Director of the Center for Health and Counseling Services, CS notifies the Registrar, who administers Withdrawal (W) grades. Counseling Services places a registration hold on the student's account until the student has been evaluated and cleared to return to Ramapo. If the student is a resident, CS notifies the Office of Residence Life that he/she has been approved for a MLOA.
- In cases where a MLOA is denied a student may file an appeal with the Dean of Students if the student can demonstrate that:
 - a. A specified procedural error or errors in the interpretation of the College regulations were so substantial as to effectively deny the person fair consideration;
 - b. The decision is held to be arbitrary and capricious

Such appeals must be submitted in writing to the Dean of Students within five (5) business days from the date of notification of the denial of an MLOA. The decision of the Dean of Students is final.

If a student chooses to take a MLOA due to a psychological condition, he/she will be **required** to meet the following **conditions of return before he/she can be medically cleared to pursue re-enrollment at RCNJ**:

1. Evidence of stabilization of the psychological condition that precipitated the need for a MLOA, as evidence by:
 - a. A substantially improved condition, as defined and determined by a CS counselor and if relevant, other treatment team members, which may include a psychiatrist.
 - b. Once achieved in treatment; the substantially improved condition is then maintained for a period deemed reasonable by a CS counselor and if relevant, other treatment team members, which may include a psychiatrist.
 - c. Attested to by the completion of the CHCS Community Provider Report form furnished by an off-campus mental health provider who has direct contact with the student on a regular basis for a course of treatment.

2. Demonstrated readiness to resume studies and be a successful member of the campus community, as evidenced by:
 - a. The ability to pay attention in class and not interfere with the rights of others to learn, sleep and study;
 - b. Complete assignments independently ;
 - c. Relate to diverse individuals;
 - d. Carry on personal business without supervision;
 - e. Live under only very general supervision and in the company of one or more other students (if assigned to a campus residence);
 - f. Maintain reasonable standards of personal hygiene;
 - g. Refrain from violating provisions of the student Code of Conduct;
 - h. Attested to by the completion of the CHCS Community Provider Report form furnished by an off-campus mental health provider who has had direct contact with the student on a regular basis for a course of treatment

3. After satisfactory documentation of the aforementioned two conditions of return have been received and reviewed by the CS counselor, the student must have an evaluation with a CS counselor, and if relevant, other members of the CS team, which may include a psychiatrist. Following this evaluation, the CS counselor will make a judgment as to the student's readiness to return to Ramapo College and will obtain approval from the Director for the Center for Health and Counseling Services.

4. If the student's return from a MLOA is denied, he or she may file an appeal with the Dean of Students if the student can demonstrate that:
 - a. A specified procedural error or errors in the interpretation of College regulations were so substantial as to effectively deny the person fair consideration;
 - b. The decision is held to be arbitrary and capricious

Such appeals must be submitted in writing to the Dean of Students within five (5) business days from the date of notification of the denial of an MLOA. The decision of the Dean of Students is final.

MLOA Due to a Medical Condition

- Contact and schedule an appointment at Health Services (HS) to request an evaluation for the purpose of pursuing a MLOA. The evaluation process, which occurs over a few sessions, assesses whether a student's medical condition meets the criteria for a medical leave.
- If the student is being treated by an off-campus provider HS will require medical documentation or a detailed letter from the off-campus treatment provider stating: 1) diagnosis, 2) date of onset, 3) effect the medical condition has on the student's ability to perform academically, 4) prognosis, and 5) treatment plan. This information is reviewed by HS to determine if the medical condition warrants a MLOA. The withdrawal determination is based on the severity and onset of the condition and its impact on the student's ability to meet his/her responsibilities as a student. The student seeking a MLOA will be asked to provide written consent to consult with his/her current treatment provider(s).
- After the evaluation is completed and has been approved by the Director for the Center for Health and Counseling Services, HS notifies the Registrar, who administers Withdrawal (W) grades. Health Services places a registration hold on the student's account until the student has been evaluated and cleared to return to Ramapo. If the student is a resident, HS notifies the Office of Residence Life that he/she has been approved for a MLOA.
- In cases where a MLOA is denied a student may file an appeal with the Dean of Students if the student can demonstrate that:
 - a. A specified procedural error or errors in the interpretation of College regulations were so substantial as to effectively deny the person fair consideration;
 - b. The decision is held to be arbitrary and capricious.

Such appeals must be submitted in writing to the Dean of Students within five (5) business days from the date of notification of the denial of a MLOA. The decision of the Dean of Students is final.

If a student chooses to take a MLOA due to a psychological condition, he/she will be **required** to meet the following **conditions of return before he/she can be medically cleared to pursue re-enrollment at RCNJ**:

1. Evidence of stabilization of the medical condition that precipitated the need for the MLOA. This must be demonstrated by:
 - a. A substantially improved condition, as defined and determined by a HS staff member and if relevant, other treatment team members, which may include a collaborating physician.
 - b. A substantially improved condition that has been maintained for a period deemed reasonable by a HS staff member and if relevant, other treatment team members, which may include a collaborating physician.

- c. The completion of the CHCS Community Provider Report form by an off-campus medical provider who rendered direct care to the student on a regular basis for the course of treatment.
2. Demonstrated readiness to resume studies and be a successful member of the campus community, as evidenced by:
 - a. The ability to pay attention in class and not interfere with the rights of others to learn, sleep and study;
 - b. Complete assignments independently;
 - c. Relate to diverse individuals;
 - d. Carry on personal business without supervisions;
 - e. Live under only very general supervision and in the company of one or more other students (if assigned to a campus residence);
 - f. Maintain reasonable standards of personal hygiene;
 - g. Completion of a Health Services CHCS Community Provider Report form from an off-campus medical provider who rendered direct care to the student on a regular basis for the course of treatment.
3. After satisfactory documentation of the aforementioned two conditions of return have been received and reviewed by the HS staff member, the student must have an evaluation with a HS staff member, and if relevant, other members of the HS team, which may include a collaborating physician. Following this evaluation, the HS staff member will make a judgment as to the student's readiness to return to Ramapo College and will obtain approval from the Director for the Center for Health and Counseling Services.
4. If the student's return from a MLOA is denied he or she may file an appeal with the Dean of Students if the student can demonstrate that:
 - a. A specified procedural error or errors in the interpretation of College regulations were so substantial as to effectively deny the person fair consideration;
 - b. The decision is held to be arbitrary and capricious.

Such appeals must be submitted in writing to the Dean of Students within five (5) business days from the date of notification of the denial of a MLOA. The decision of the Dean of Students is final.

Deadlines for Requesting a MLOA

Students requesting a MLOA must have **completed** an evaluation, through the Center for Health and Counseling Services, **no later than the final day of classes as listed on the on-line academic calendar** in order for a MLOA to be processed for that semester.

Deadlines for Returning from a MLOA

In order to return from a MLOA the student should notify the appropriate unit of the Center for Health and Counseling Services and submit the Community Provider Form (<http://www.ramapo.edu/chcs/mloa/>) by August 1st to return for the coming Fall semester and by December 1st to return for the coming Spring semester. Requests received after these deadlines may be considered depending on the circumstances that led to the late submission.

Once all the documentation has been received the student will be scheduled for an evaluation to determine his or her readiness to return from the MLOA. **If the process to return from a MLOA is not completed by the deadline, the student will be deregistered from courses for the upcoming semester.**

Disability Support Services for Students Following a Return from a MLOA

Ramapo College of New Jersey supports the protections available to students with disabilities under Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 2008 (ADAAA), and any applicable State regulations. The Office of Specialized Services (OSS) facilitates equal access to the programs and activities at Ramapo College for students with documented physical, sensory, learning, or psychological disabilities. Students whose medical or psychological conditions meet the criteria for a disability are encouraged to register with the Office of Specialized Services in order to receive accommodations.

Academic Standards and Code of Conduct

The granting of a MLOA does not in any way excuse the student from the usual academic standards and student conduct processes set forth by College policy. Unless there is documented preexisting condition, students who are accused of violating the Code of Conduct are not eligible to apply for a MLOA.

Notification

The College reserves the right to notify a student's designated emergency contact that a MLOA has been issued. The student's designated emergency contact may be asked to make arrangements for the safe removal of the student from the college environment.

MISSING STUDENT POLICY

Ramapo College students are encouraged to identify a person to be contacted in the event of an emergency. If it has been determined that a student has been missing, officials will notify the student's identified emergency contact person. Students are strongly encouraged to keep their emergency contact information current in the student system. In order to obtain further information and to update their information, students may access the "Personal Information" area upon logging in to the "Web for Students." "Update Emergency Contact" is the option to choose to enter the information.

Any information regarding the report of a missing student should immediately be reported to college officials. Reports of a missing student must be directed to the Public Safety Department located on the 1st floor of the C-Wing or at (201) 684-6666.

Officials will use all means available in an attempt to locate the student. If a student has been determined to be missing, the Public Safety Department will notify the student's emergency contact person and the appropriate law enforcement agency. If the student is under the age of 18, the College is required to notify her/his legal guardian.

Missing Student Policy:

<http://www.ramapo.edu/board/files/2013/04/Missing-Student-Policy-634.pdf>

Missing Student Procedure:

<http://www.ramapo.edu/board/files/2013/04/Missing-Student-634-Proc-112210.pdf>

OFFICIAL COMMUNICATIONS (E-MAIL)

All registered students are required to have a Ramapo College e-mail account which they check daily for important information and announcements from the College. Students will be held responsible for information disseminated in this way.

Alert Me Now is a service that delivers emergency alerts and college closing notices to students registered phones and/or cell phones via voice or text message. A student can provide up to three phone numbers (1 text, 2 voice).

Students will be guided on how to set up their e-mail account and enter their Alert Me Now information during New Student Orientation. This information can also be obtained from Information Technologies Services (ITS) or on the college website, in the FAQ section of the ITS page. Alert Me Now registration information is available at <http://www.ramapo.edu/emergency/> (click on the sign up link under the “Alert Me Now” logo).

OPEN PUBLIC RECORDS ACT

The Open Public Records Act (OPRA) gives the public greater access to government records maintained by public agencies in New Jersey. A request for access to a government record must be submitted in writing using the Ramapo College Request for Public Records Form (Fees may apply for processing information request).

There are both general and specific exemptions that apply to the definition "government record." For more information, record access, request forms and procedures, please contact the Ramapo College Custodian of Public Records, Linda Madernini located in Mansion Room 211-B, extension (201) 684-7622 or go to: <http://www.ramapo.edu/administration/opra.html>. This website will provides the information and form to request information.

A person denied access to a properly requested government record has the right to appeal a denial of, or failure to provide requested information by filing a complaint with the Government Records Council,

Via regular mail: P.O. Box 819, Trenton, NJ 08625

Via their website: www.nj.us/grc (this site contains useful information on the law)

Via e-mail: grc@dca.state.nj.us

Via toll free telephone: (866) 850-0511

Via facsimile: (609) 633-6337

File suit in Superior Court where the denial occurred.

ORGANIZATION OR TEAM AFFILIATED EVENT POLICY⁶

A “premise” of an organization or team will be defined as a living unit where one or more members of the organization or team dwell.

⁶ Language borrowed from The College of New Jersey

An organization/team-affiliated event is defined as any situation sponsored or endorsed by the organization/team, or any event an observer would associate with the organization/team or any event or situation that occurs on the organization/team's premises (see definition of premise above).

The Code of Conduct permits the College to issue an Interim Suspension to a student group when the reported activities violate any of the conditions in the Interim Suspension Policy (see Section M of the Code of Conduct).

PARENTAL NOTIFICATION POLICY

In cases of a health and safety emergency, a College official may find it beneficial to notify a parent or identified emergency contact in order to facilitate a plan which will support and protect the student and/or the community. Under the Family Education Rights and Privacy Act of 1974, this type of disclosure is permitted without the student's consent.

Parental Notification for Student Violations of the Alcohol and Other Drug Policy

A 1998 amendment to The Family Education Rights and Privacy Act of 1974 authorizes higher education institutions to inform a parent or legal guardian of any student under age 21, who has been found in violation of any federal, state or local law or any rule or policy of the institution governing the use or possession of alcohol or controlled substances.

The Office of Student Conduct will notify parents/guardians of students under 21 years of age when a student is found responsible⁷ for (1) a violation of the drug policy, (2) a second violation of the alcohol policy, and (3) on the first violation of the alcohol policy when one or more of the following occurs:

- The student demonstrates a reckless disregard for his or her personal safety or the safety of others;
- Medical attention to any person, including the student, is required as a result of the student's alcohol related behavior⁸;
- There is significant property damage;
- The student operates a motor vehicle under the influence of alcohol;
- The incident involves another serious violation of the Code of Conduct or New Jersey Law.

POSTING POLICY

The purpose of this policy is to establish a system for efficiently disseminating information, maintaining the aesthetic appearance of the college environment and ensuring that all postings are in accordance with the New Jersey State Fire Code. To support Ramapo's commitment to an alcohol-free social environment, materials will promote a healthy, normative environment and not contain pictures of alcohol or alcohol beverage containers for events both on and off campus. This policy applies to the Scott Student Center, Berrie

⁷ Please Note: Parental notification will only take place after all possible appeal processes have upheld the finding of responsibility for the offense.

⁸ In a situation where a student's health or safety is/was seriously endangered every attempt will be made to notify the parent/guardian immediately.

Center, and all academic wings and buildings. All persons and organizations, including non-members of the College and commercial establishments, are required to comply with this policy.

Designated Posting Areas

The first floor “cores” between each of the academic wings has bulletin boards for the following purposes:

- AFT/CWA/Local 195 announcements
- Human Resources announcements (locked, glass enclosed boards)

The second floor of most academic wings has bulletin boards maintained by either specific academic or administrative departments or the Center for Student Involvement.

Design Standard

All publications posted by a Ramapo College club, organization or office must follow the College’s design standard. Any posting that does not follow the standard will NOT be posted or will be removed from posting. For more information about the design standard please visit <http://www.ramapo.edu/standards/print/index.html>. The Center for Student Involvement also has a design team, CSI Design, which can assist with designing posters and flyers in accordance with the College’s design standard. CSI Design can be reached via OrgSync or by calling 201.684.7775. Requests for design services should be submitted at least two weeks in advance of the date needed.

Flyers

For the purposes of this policy “flyer” refers to any “hangable” document between the sizes of 8 ½ x 11 and 11 x 17 used to advertise, announce or promote a program, event, activity or opportunity.

“Oversized” Posters and Greek Organization Banners

If an individual or organization wishes to announce an event using a poster larger than 11 x 17, it is the responsibility of the organization to ensure that the oversized poster or banner is approved by the Posting Coordinator in the Center for Student Involvement (SC-200). The Posting Coordinator may require that oversized posters and banners are also approved by the College’s Fire Marshal, at the Posting Coordinator’s discretion. If the oversized poster or banner is designed and printed by CSI Design, no further approval is necessary. Only after approval is granted can oversized posters and banners then be placed on designated core stairwell blacktop, using only painters’ tape. Oversized posters and banners shall not hang below the bottom of the core wall. It is the responsibility of the organization to remove these posters and banners within 24 hours of the event. Failure to do so may result in a loss of posting privileges.

Posting Procedures

- All flyers must be approved by the Center for Student Involvement (CSI) and stamped with the date the item is approved before any flyer will be posted.
- Only those flyers that advertise, announce, or promote a program, event, activity or opportunity applicable to Ramapo College students are eligible for posting.

- If the flyer is prepared and printed by CSI Design, Marketing and Web Administration, or Communications and Public Affairs, it does not have to be stamped, but must still be submitted to CSI for posting.
- All flyers sponsored by the College or by College-affiliated organizations must include:
 - Ramapo College Logo (lower right-hand corner or upper left-hand corner).
 - Disability Services Accommodations Information (lower left-hand corner).
 - The name of the program, event or opportunity, the name of the sponsoring organization, and the date, time and location of the event.
- A maximum of 11 flyers for Ramapo events will be posted in academic areas. This covers all approved posting areas in the adjoining academic wings.
- Flyers for Non-College members or commercial establishments (Non-College events) will be posted only in the C-Wing Lounge area, also known as the “Fishbowl”, as space permits.
 - Flyers for Non-College Events may not include any College logos or other indicia implying Ramapo College affiliation or sponsorship.
 - A maximum of 3 flyers will be posted.
 - Flyers for Non-College events or commercial establishments will not include marketing and promotion of alcohol and alcohol beverages both on and off campus.
- All flyers will be posted for a maximum of a 2 week period.
- Copies of all currently approved flyers will be on file in the CSI Office.
- Flyers will be posted by CSI Office Staff only.
 - Flyers will be posted on the approved Bulletin Boards by the CSI posting staff each business day. Posting will take place on the next business day after submission, space permitting.
 - Due to potential safety hazards, flyers will not be posted on the ground, floors, and walkways.
 - Flyers will not cover other flyers.
 - In the event the Bulletin Boards are filled to capacity, flyers will be posted in the order in which they were submitted when space becomes available.
 - Flyers will be removed in a timely manner by the CSI posting staff.
- For Ramapo Events only, flyers may be distributed on campus by members of the College Community, having received prior approval from the CSI Office and Events and Conferences.
 - These flyers are not required to have the aforementioned logos.
- Flyers may not promote events or activities that are illegal or in violation of the College’s Code of Conduct.
- Any flyers hung not in accordance with this policy will be removed.
 - Organizations violating the posting policy may lose their right to post and may also lose additional club/organization privileges.
 - Individual students who violate the posting policies may face disciplinary charges.

- Maliciously destroying/defacing others' flyers will result in either administrative or disciplinary action.

Residence Hall Specific Posting Policy

- For distribution of flyers in the Residence Halls, all approval policies, listed above, must be followed.
- Flyers to be displayed in the Residence Halls must first be approved by the CSI Office. The flyers will be approved and be available for pick-up after 6:00pm (but before 11:30pm) the business day following the submission of the flyers.
- After approval from CSI posting staff, the person submitting flyers will be emailed when they are ready for pick-up. The sponsor may then drop the flyers off at the appropriate building/area office(s) and the flyers will be posted by Residence Life staff. Below is a listing of the number of flyers permitted for each building or area:

Bischoff (5)	Mackin (5)
CPA Lodge (1)	Overlook (8)
CPA quads, outdoor & Lodge areas (21)	Pine (5)
Laurel Hall (8)	Village (1)
Linden (4)	
- College offices that submit flyers for Residence Hall posting do not need to pick up approved flyers from the CSI Office and distribute to individual locations. A total of 37 flyers if only CPA Lodge Posting is needed **OR** 57 flyers if all areas of CPA Posting are needed will be brought to the Residence Life Main Office by CSI Posting staff.
- There is no space available for Non-College posting in the Residence Halls.

Questions or requests for additional information about the Posting Policy can be directed to the Center for Student Involvement at (201) 684-7593.

RECYCLING GUIDELINES

The College is committed to a recycling program for its faculty, staff, and students. Recycling containers are located throughout the campus. Each campus residence is equipped with a recycling container. Campus residents are responsible for carrying their recyclables to their respective recycling collection points. In certain locations, door-to-door pick up is provided. Residents will be given specific instructions regarding recycling during check-in.

Questions regarding the recycling guidelines should be directed to Gina Mayer-Costa, Director of Environmental Health & Safety, at gmayerco@ramapo.edu.

RELIGIOUS OBSERVANCE

Ramapo College seeks to attract students with a variety of religious beliefs. While the State of New Jersey only recognizes certain days of religious observance as State holidays, the faculty of the College will help students whose religious observances come at other times to meet their academic obligations. Whenever possible, faculty do not schedule tests on these religious holidays and assist students in making up any work, including tests that they missed by being absent from class. It is the student's responsibility to notify a faculty member within the first three (3) weeks of the semester if any class session will be missed

due to religious observances and to make the appropriate arrangements.

THE RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS

It is a violation of federal law and College policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under the provisions of the Digital Millennium Copyright Act (DMCA), as well as personal sanctions specified in College policy. The Responsible Use of Electronic Communication policy is located:

http://www.ramapo.edu/policy/policy_statement.html

File sharing software is most commonly used to download music, movies and other media. Many do not realize that this software may turn a personal computer into a server, or upload site, even if that was not the intent. Many viruses also propagate through peer to peer software, and this has a direct impact on services for the entire community. Files on a network connected computer may then be illegally shared with everyone connected to the Internet. It is imperative that the file sharing capability of these systems be disabled. If a student does not know how to disable this function, contact the Help Desk at (201) 684-7777 or helpdesk@ramapo.edu.

Industry representatives actively monitor the Internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and demand that the offending device be disconnected from the network. To protect the user and Ramapo College from further culpability under the DMCA, Ramapo College will disable network access for any machine for which a DMCA complaint has been received.

Students with these alleged violations will have their cases referred from the ITS Department to the Office of Student Conduct where a hearing officer will be assigned to the case. Incidents of this nature are a violation of the College's Responsible Use of Electronic Communications Policy and a violation of the Code of Conduct. Students will receive a Notice to Attend a Disciplinary Proceeding through their college e-mail. In some cases, depending on the egregiousness of the offense and/or a student's prior record, the case could be adjudicated by the College Disciplinary Review Board which administers penalties, under a finding of guilt, that are suspension and expulsion level.

If the alleged violation is one for which the student could not be suspended or expelled from the College, the case will likely be heard (although it is not mandatory) in a College Disciplinary Conference normally conducted by a professional staff member in Residence Life, the Office of Student Conduct, or a designee. The charged student will be required to attend a scheduled conference with the presiding administrator and will have the opportunity to discuss the alleged violation. Charged students have the option of taking responsibility for the alleged violation prior to the conference by signing the "Notice of Disciplinary Proceeding" and returning it to the Office of Student Conduct. Students who choose to accept responsibility (by signing and submitting the form) will not attend the scheduled conference. The presiding administrator will assess the disciplinary sanction and send this result to the student. Further information regarding Disciplinary Conferences is outlined in Section J of the Code of Conduct.

Minimum Recommended Sanctions for a 1st Violation: Not less than a \$150 fine and a required Educational Sanction. In some limited situations, a Written Warning may be issued to the student with the Educational Sanction.

Minimum Recommended Sanctions for 2nd Violation: Suspension from Housing and possible Suspension or Expulsion from the College. If the alleged violation is one for which the student could be suspended or expelled from the College, the case must be heard by the College Judicial Review Board. Specific information regarding the College Disciplinary Review Board is outlined in Sections J, K, and L of the Code of Conduct.

Once a case has been resolved in the Office of Student Conduct, the network service in the living unit will be restored by the ITS Department. In addition to sanctions under the Code of Conduct, the user will be mandated to disable the file sharing function of their software and agree to discontinue all illegal file sharing activity.

ROLLERSKATES/ROLLERBLADES/SKATEBOARDS

For safety reasons, using roller-skates, rollerblades, or skateboards within the interiors of College buildings is prohibited. Care and good judgment should be exercised when skating outdoors to reduce the risk of serious injury. Participants should wear full protective gear (helmets, wrist guards, kneepads, and elbow pads, etc.).

Woods Road and the Laurel Hall Parking Garage are strictly for vehicular traffic. Using this road and parking garage for any other purpose is dangerous and prohibited.

NEW JERSEY SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

As defined by the United States Department of Education Office for Civil Rights, sexual harassment is a form of sex discrimination prohibited by Title IX. Sexual harassment includes sexual violence and sexual assault. Sexual violence interferes with a student's right to receive an education free from discrimination and is a crime in the State of New Jersey. Ramapo College is committed to providing a prompt and equitable response to reports of sexual harassment, and preventing future instances of sexual harassment. In order to meet these commitments, Ramapo College employs the New Jersey Sexual Assault Victim's Bill of Rights.

Public Law 1994, Chapter 160 NJS18A:61E-1 et.seq Introduction

A College of university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

The boundaries of personal freedom are limited by applicable State and Federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure the needs of victims are met and colleges and universities in New Jersey create and maintain communities that support human dignity.

Bill of Rights

The following Rights shall be accorded to victims of sexual assault that occur:

- A. On the campus of any public or independent institution of higher education in the State of New Jersey; and
- B. Where the victim or alleged perpetrator is a student at that institution; and/or
- C. When the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

- A. To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy;
- B. To have any allegations of sexual assault treated seriously; the right to be treated with dignity;
- C. To be free from any suggestion that victims are responsible for commission of crimes against them;
- D. To be free from any pressure from campus personnel to;
 - a. Report crimes if the victim does not wish to do so;
 - b. Report crimes as lesser offenses than the victim perceives the crime to be;
 - c. Refrain from reporting crimes;
 - d. Refrain from reporting crimes to avoid unwanted personal publicity

Rights to Resources On and Off Campus

- A. To be notified of existing campus and community-based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities;
- B. To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling;
- C. To be informed of and assisted in exercising:
 - a. Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy;
 - b. Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

- A. To be afforded the same access to legal assistance as the accused;
- B. To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused;
- C. To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

- A. To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
- B. To receive full and prompt cooperation and assistance of campus personnel in notifying proper authorities;

- C. To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

- A. To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants;
- B. To be notified of the options for and provide assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates

- A. Each campus must guarantee this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation;
- B. Each campus shall make every reasonable effort to ensure every student at that institution receives a copy of this document;
- C. Nothing in this act or in any Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

SMOKING POLICY

Smoking is prohibited in all academic, office, and physical buildings, and in all residence halls/apartments on campus. Smokers must be at least 25 feet from the entrance to any campus building when smoking.

SOCIAL GATHERING POLICY

Location	Maximum # of Persons Permitted in Suite or Apartment (Including residents)	Smoking Permitted	Alcohol Permitted
Pine Hall	12	No	No
Linden Hall	12	No	No
Bischoff Hall	6	No	No
CPA - Phase 2 (1 bedroom)	9	No	No
CPA - Phase 2 (2 bedroom)	10	No	No
CPA Phase 1	10	No	No
The Overlook	12	No	No
Outside Areas		Yes. (Must be 25 feet from any building)	No
Mackin Hall	6	No	No
The Village	16	No	Yes, Designated Apartments Only. (when only students and others 21 and over are present)

Laurel Hall	12	No	Yes, Designated Suites Only. (when only students and others 21 and over are present)
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The above guidelines are in effect at all times. Official quiet hours are in effect Sunday through Thursday from 11pm to 8am, as well as Friday and Saturday from 1am to 12pm (noon). (Quiet hours are extended at the end of each semester per a distributed schedule).

A noise violation during quiet hours occurs when noise can be clearly heard outside a suite or apartment.

A host is defined as any assigned resident of the room/suite/apartment where a gathering is taking place. For purposes of this policy, all residents on the roster who are present during the time of the incident will be regarded as the host and subjected to disciplinary action.

Any non-student guest involved in a violation will be removed and may be denied future visitation privileges. A host is also held responsible for the actions of their guest(s), including any/all damages caused by a guest.

Termination of the gathering, dispersal of guests, and removal of unregistered guests will take place if any one of the following conditions exists:

- Number of persons present exceeds occupancy limits.
- Charging for entry to the gathering is taking place or has taken place.
- A noise violation (after first warning) is taking place or has taken place.
- Disorderly/inappropriate behavior of persons is taking place in and/or outside of apartment/suite/room.
- Any law is being violated.
- If alcohol is present in an alcohol allowed residence and all persons present are of legal drinking age and fully abiding by the entire Alcohol and Other Drug Policy, the incident is to be considered an alleged violation of the Social Gathering Policy, not the Alcohol Policy.

The host(s) may be Interim Suspended if any of the above conditions exist or if it is deemed necessary by the responding college official.

Recommended Sanctions for Social Gathering Violations

1st violation – not less than a \$150 fine, Residence Probation, possible Suspension of Activities Privileges, and possible Suspension of Residence Privileges.

2nd violation – not less than a \$300 fine, Disciplinary Probation, Suspension of Activities Privileges, and Suspension of Residence Privileges.

STUDENT APPEALS OF AN ACADEMIC NATURE

Ramapo College recognizes a student's right to file an appeal of an academic nature. Student appeals of an academic nature fall into two general categories: grade appeals and other appeals of an academic nature.

Grade Appeals

Course instructors establish course requirements and performance standards. Instructors' evaluation of students' academic performance is a professional judgment based on the requirements set forth in the course syllabus and is expressed through the submission of final course grades to the Registrar at the close of each semester. Under certain limited circumstances, a student may appeal a grade.

Circumstances for which students may appeal grades

Grade appeals will be considered only if a student can provide documentation supporting his/her case. Circumstances that might justify a grade appeal include (but are not limited to): computational error; factual information not in evidence at the time the grade was posted (for example, an assignment that the student can document was submitted but was not graded by the course instructor and therefore not factored into the final grade); or an alleged violation of College Policy. Appeals that will not be considered include, but are not limited to, those based on a student's perceived need for a higher grade (for instance, in order to raise his/her GPA or to enable the course to transfer to another institution) and those based on grades that were penalized (for example, 0 on an assignment) because the student was found responsible for violating the Academic Integrity Policy.

Procedure

If circumstances such as those described in the section entitled "Circumstances for Which Students May Appeal Grades" can be documented, the student may appeal a grade by taking the following steps:

- No later than twenty calendar days after the posting of grades, a student must bring his/her appeal to the attention of the course instructor in writing by email or certified letter. Supporting documentation must be provided. Both parties should make good faith efforts to share viewpoints and mediate differences of opinion.
- If it is mutually agreed that a grade adjustment is warranted, the course instructor forwards a Change of Grade Request, including explanatory reasons and all supporting documentation, to the Dean of the academic unit which sponsored the course. Upon the Dean's approval, the Instructor Grade Adjustment Request is forwarded to the Registrar.

If a student and the course instructor cannot reach an agreement and a student wishes to further pursue a grade appeal, the student must present a written appeal (by email or certified letter), including pertinent course materials or course work, to the Dean of the academic unit which sponsored the course in question within twenty calendar days of the final determination conference between the student and the course instructor.

- The Dean will confer with the student and the course instructor, jointly or independently as he/she sees fit, review pertinent documents and course materials, and confer with other faculty or administrative staff members as appropriate.
- If the Dean determines that a grade change is warranted, the Dean will forward an Instructor Grade Adjustment Request with explanatory reasons to the Registrar and advise the course instructor and student in writing.
- If the Dean determines that a grade change is not warranted, the course instructor and student will be so informed in writing by email.

If the Dean renders an opinion which does not support the student's grade appeal, the student may petition for a review by the Office of the Provost. The petition is initiated by the submission of a written statement by the student, submitted by email or certified letter, that explains his/her position and includes any evidence that contradicts the Dean's decision or contains information that had heretofore been unavailable. Such a petition must be made within twenty calendar days of the final, written determination by the Dean. The Office of the Provost reserves the right to hear the petition and will reject any request for review that does not offer clear evidence that the Dean made a factual mistake, violated school policy, or otherwise acted outside the purview of the Dean.

- The Provost or his/her designee will consider only those grade appeals that have previously received full deliberative discussion at both the instructor and Dean level.
- After conferring with the student, Dean, and course instructor and reviewing the pertinent documentation, the Provost or his/her designee may approve or decline the student's grade appeal. The Provost or his/her designee will advise the student, the course instructor, and the Dean of his/her final recommendation.

The decision of the Provost or his/her designee is final.

Other Appeals of an Academic Nature

Course instructors exercise the right of academic freedom. In addition, they have responsibility for managing their classrooms. If, after considering those faculty prerogatives and reviewing relevant policies, students still wish to make appeals of an academic nature (other than grade appeals), they must follow this procedure:

Procedure

Preferably as soon as a student believes that he or she has cause to make an appeal, but no later than 20 calendar days after the last day of the semester in which course is scheduled, the student may meet with the course instructor or, if the student prefers and makes a compelling case for doing so, with the Dean of the school in which the course is offered.

1. If the student meets with the instructor, both student and instructor should make good faith efforts to share viewpoints and discuss differences of opinion. If the student and the instructor are unable to reach a mutually acceptable resolution, the student may appeal to the Dean of the school in which the course is offered within 20 calendar days after the conference between the student and the instructor. If that Dean is different from the Dean of the instructor's primary convening group, the Dean of the school in which the course is offered may consult with the Dean of the instructor, depending on the nature of the appeal. The Dean(s) may also confer with the student, the instructor, and/or other appropriate College personnel jointly or independently to reach a resolution. The decision of the Dean of the school in which the course is offered is final.
2. If the student prefers to meet with the Dean of the school in which the course is offered first, the Dean may decide, depending on the nature of the concern, either to offer the student strategies for communicating directly with the instructor or to accept the appeal without prior consideration by the instructor. If the Dean accepts the appeal immediately, the Dean of the school in which the course is offered will consult with the instructor in addition to the student and, depending on the nature of

the appeal, may consult with the Dean of the instructor, and/or other appropriate College personnel jointly or independently to reach a resolution. The decision of the Dean of the school in which the course is offered is final.

STUDENT COMPLAINTS OF A NON-ACADEMIC NATURE

The College recognizes that students may have occasion to file formal complaints regarding College policies, procedures, or behavior of a person or persons affiliated with the College (student, employee, agent of the College, or visitor). In most cases, the best course of action is for the student to address his/her concern directly with the office or person deemed responsible for the policy, procedure or behavior; however, there may be times when a student wishes to speak with a supervisor and/or make a more formal complaint. Students who wish to file such complaints should follow the procedure outlined below. Complaints of a non-academic nature may include, but are not limited to, complaints about the policies or procedures of a particular unit or office, professional conduct of an employee, conduct of another student or their guest, or act of discrimination or bias⁹.

1. Complaints against students should be filed in the Public Safety Department. If the complainant has a question about this procedure or is uncertain how to proceed with a complaint he/she may contact the Director of Student Conduct for guidance (201) 684-7869.
2. Complaints regarding acts of discrimination or bias may be reported to the Public Safety Department or the Office of Affirmative Action and Workplace Compliance. If a bias or discrimination complaint is reported to the Office of Public Safety, the student will be asked to make a written statement and provide any relevant evidence and an Incident Report will be generated. If the complaint appears to fit the written criteria for discrimination or bias, the complaint will be forwarded to the Director of Affirmative Action and Workplace Compliance for further review. A student may also choose to contact the Director of Affirmative Action and Workplace Compliance directly to file such a complaint. The complaining student will be notified by either the Director of Affirmative Action and Workplace Compliance or the staff in the Office of Student Conduct (depending on the nature of the complaint and who it is made against) regarding next steps. If the complainant has a question about this procedure or is uncertain how to proceed he/she may contact the Director of Office of Affirmative Action and Workplace Compliance for guidance (201) 684-7540.
3. Complaints against College employees, agents of the College, or contractors that involve ethics or misconduct may be filed with that employee's direct supervisor or the next in line supervisor. If the complaining student has cause for not directing his/her complaint to the immediate or next in line supervisor, he/she may file a complaint with the Internal Auditor (if the complaint involves misuse of funds or other College resources), the Office of the General Counsel (if the complaint involves ethics violations), or the Department of Human Resources (if the complaint involves professional conduct of a non-faculty college employee). If the complainant has a question about this procedure or is uncertain of which office to file the

⁹ Students with complaints regarding grades, course content, course requirements, classroom management, or other complaints of an academic nature should be guided by Policy 300JJ – Appeals of an Academic Nature. Policy 300JJ can be found on the Board of Trustee's website.

Complaint, he/she may contact the Director of Affirmative Action and Workplace Compliance for guidance (201) 684-7540.

4. Complaints about policies and procedures or how an office conducts business should be filed with the supervisor for that office. Information regarding reporting lines may be found on the unit website or obtained by calling the Department of Human Resources. If the complainant has a question about this procedure or is uncertain how to proceed he/she may contact the Department of Human Resources for guidance (201) 684-7498.

Note: The College and its agents have a responsibility to conduct business in a manner which complies with all applicable state and Federal laws, statutes and policies. (Clery Act, Anti-Discrimination, Americans with Disabilities Act, Uniform Ethics Code and Student Code of Conduct, etc.).

STUDENT DISSENT/DISRUPTION OF COLLEGE FUNCTIONS

Ramapo College provides a number of channels through which students may register their dissent, raise issues, or question College policies or procedures. Among them are the Student Government Association, public statements at Board of Trustees meetings, meetings with individual administrators or faculty members, and through recognized or registered student organizations. Ramapo College prides itself on the degree of access to the governance process afforded to its students.

Ramapo College acknowledges the right of students to peacefully protest College policies or indicate dissent from governmental policies or private citizens' actions through lawful speech, protests, assemblies, or the display of symbolic attire. The College, in turn, has the right to enforce reasonable regulations with respect to the time, manner, and place in which these activities may occur to ensure normal College functions and activities continue unimpeded and that the freedom of other members of the academic community are not unduly restricted. In enforcing reasonable regulations, the College's goal is not to restrict free speech or peaceable assembly. Rather, it is to give the College the opportunity to provide space that accommodates the reasonable needs of both the College and those engaged in acts of speech or protest.

At Ramapo College, lawful dissent changes to disruption when students interfere with the rights of others to teach, learn, and conduct normal business. These disruptions may include, but are not limited to:

1. Interference with the freedom enjoyed by members of the Ramapo College community or its invited guests to speak or hear one another during in-class or out-of-class educational programs or activities.
2. Interference with the normal administrative, advisement, or ceremonial functions of the College (e.g., meetings, orientation, counseling, graduation, athletic contests, etc.).
3. Interference with the public service activities of the College (e.g., the speeches of invited speakers, the activities of groups renting the College's facilities, etc.).
4. The occupation of rooms or defined areas used for teaching or administrative purposes or of space(s) which have not been reserved using the College's normal room or space scheduling system.

Following a warning from the President or his/her designee, students who continue to disrupt normal College activities or functions through speech or actions, or who violate State laws concerning disruptions at educational institutions, may be subject to the disciplinary sanctions of the Code of Conduct published in this Handbook. The College also reserves the right to seek injunctive relief from municipal or State courts depending on the severity or longevity of a student disruption of normal College functions.

Applicable State Laws

1. Entry into Educational Premises to Commit Indictable Offense (2A.149A-1) — Any person who enters any building, structure, or place used for any educational purpose with intent of committing therein any indictable offense shall be guilty of a high misdemeanor, punishable by imprisonment for not more than five (5) years, or a fine of not more than \$10,000, or both.
2. Entry into Educational Premises to Disrupt Classes (2A.149A-2) — Any person, other than a bona fide student therein or parents or legal guardian of such student or faculty, administrator, or other school employee, while in the performance of his/her duties, who enters any building structure or place used for any educational purpose with the intent of disrupting classes or of otherwise interfering with the peace and good order of the place shall be guilty of a misdemeanor.
3. Interference with Students, Faculty, Others (2A.149A-3) — Any person who obstructs, interferes with, assaults, or threatens bodily harm to any student, faculty, administrator, school employee, parent or legal guardian of any student, or any other person lawfully seeking to enter a school building or any other building, structure, or place used for any educational purpose shall be guilty of a high misdemeanor, punishable by imprisonment for not more than five (5) years, or a fine of not more than \$10,000, or both.

STUDENT RECORDS

Ramapo College recognizes the importance of maintaining certain records for each student which contribute to and confirm the student's educational progress.

In order to protect the rights of students regarding these educational records, the College has established policies and guidelines which describe the records maintained, provisions for releasing information, provisions for student inspection and review of records, and provisions for changes in records when warranted. These rules conform to State and Federal laws (the U.S. Department of Education guidelines for the "Family Educational Rights and Privacy Act of 1974 as amended," (FERPA) also known as the Buckley Amendment).

These policies are generally supervised by the Office of the Registrar. Additional information is available here: <http://www.ramapo.edu/registrar/ferpa/>