Welcome Students!

As the spring semester begins, I am writing to all students to emphasize the importance of the Student Handbook. The Student Handbook contains the Code of Conduct, which is the conduct expected of all students. It also contains the policies and procedures for many offices on campus. In addition to policies and procedures, the handbook has information regarding the rights and responsibilities of all students.

Some of the important policies in the Handbook include:

- Sexual Misconduct Policy Governing Students
- Alcohol and Other Drug Policy
- The Good Samaritan Policy
- Social Gathering Policy
- Notice of Non-Discrimination
- Fire Safety
- Anti-Bullying

**Sexual Misconduct Policy Governing Students**

This comprehensive policy includes definitions; information regarding confidentiality; reporting options; jurisdiction and reporting timeframes; alcohol and drug amnesty; interim and protective measures; investigation and resolution procedures; sanctions; recordkeeping; non-retaliation information; and a resource directory. For the full policy click here [https://www.ramapo.edu/publicsafety/sexual-assault/](https://www.ramapo.edu/publicsafety/sexual-assault/)

**Alcohol and Other Drug Policy**

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. The Alcohol and Other Drug Policy provides specific scenarios and examples for students of what they may do and may not do with regards to alcohol on campus. Students who are under the age of 21 may not be in possession of or in the presence of alcohol at any time. 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, in possession of, or in the presence of alcohol if Public Safety Officers, On-Call Administrators or Resident Assistants are called to the scene. Hosting large gatherings or parties, where alcohol is present, is considered a violation of the alcohol policy and will lead to disciplinary action, including suspension of residence privileges. The Alcohol and Other Drug Policy outlines recommended sanctions for violations of the Alcohol and Other Drug Policy. For the full policy click here [https://www.ramapo.edu/student-conduct/student-handbook/alcohol-and-other-drug-policy-2/](https://www.ramapo.edu/student-conduct/student-handbook/alcohol-and-other-drug-policy-2/)

**The Good Samaritan Policy**

The health and safety of students as it relates to critical incidents regarding alcohol and/or 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 intoxication because they are concerned that the incident may lead to disciplinary actions for themselves or others. The Good Samaritan Policy offers amnesty for students who “do the right thing” when they find themselves or another person in need of medical assistance due to alcohol use, misuse, or abuse. The Good Samaritan Policy is peer initiated and is as easy as calling Public Safety at 201-684-666 and saying “my friend
needs help”. For the full policy click here https://www.ramapo.edu/student-conduct/student-handbook/good-samaritan-policy-2/

Social Gathering Policy
Guidelines have been established to define Ramapo College’s Social Gathering Policy. These guidelines are in effect at all times. The chart in the full policy lists the occupancy limit for each housing unit (room, suite, and apartment) within our Residence Halls and Apartment Complexes. Occupancy limit is defined as the maximum number of persons permitted within a housing unit at any time, including residents assigned to the unit. For the full policy click here https://www.ramapo.edu/student-conduct/student-handbook/social-gathering-policy-2/

Notice of Non-Discrimination
Ramapo College of New Jersey is committed to maintaining an environment free from harassment and discrimination. This Policy Prohibiting Discrimination serves to protect all students and employees from discrimination/harassment by others at the College and it applies to both physical and verbal conduct that is discriminatory in nature and 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 extends to employment and admission. For the full policy click here https://www.ramapo.edu/affirmaction/complaint-processing-forms/

Fire Safety
Fire safety is a high priority at Ramapo College. Fire Safety Policies and Procedures 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. Specific information regarding Fire Safety policies can be found by clicking here https://www.ramapo.edu/student-conduct/fire-safety/

Anti-Bullying

Behavioral Intervention Team
The Student Handbook also provides information about services that are in place to assist students. The Behavioral Intervention Team (BIT) coordinates the support services of the College in order to assist students who have reportedly displayed troublesome or concerning behaviors on campus. For a full description of BIT, please click on the following link: http://www.ramapo.edu/bit/.

Each student is encouraged to review the Student Code of Conduct and the College Policies and Procedures as outlined in the 2019-2020 Student Handbook which can be found by clicking on the following link: https://www.ramapo.edu/student-conduct/student-handbook/. Students are held accountable for the information contained in the Student Handbook.

The Office of Student Conduct is committed to helping students take responsibility for their actions by providing them the opportunity to realize the impact their actions have on the community. Communication with students, regarding documented behavior that allegedly violates the code of conduct, will be sent to the student’s college email address. Students are responsible for checking their college email account on a daily
basis. Failure to read college email is not a justifiable excuse for neglecting to attend a disciplinary hearing or missing a deadline related to a disciplinary sanction.

Please do not hesitate to contact the Office of Student Conduct at 201-684-7869 or via email at studentconduct@ramapo.edu with questions or concerns about the Student Handbook.

Sincerely,

Kathleen Hallissey
Director of Student Conduct