

RAMAPO COLLEGE OF NEW JERSEY

STUDENT HANDBOOK



2009 – 2010

Published September 2009



TABLE OF CONTENTS

Message from the President	4
Opportunities for Student Involvement.....	5
Office of the President	6
Ombuds Office.....	6
Student Affairs.....	6
Athletics.....	6
Governor William T. Cahill Ctr.	8
Center for Health & Counseling.....	9
Student Health Services	9
Judicial Affairs	9
Residence Life.....	10
Specialized Services.....	10
Student Development	11
Campus Ministries	12
Student Award Program	12
Clubs & Organizations.....	14
Caucuses/Councils	24
Fraternity & Sorority Life.....	27
Academic Affairs	33
Ctr. For Academic Advising & First Year Experience & Testing.....	33
Academic Media Services	34
Admissions.....	34
Center for Academic Success.....	34
Information Technology Services.....	35
Educational Opportunity Fund Program.....	35
Enrollment Management	36

Registrar.....	36
Financial Aid	37
Veteran’s Program	37
College Honor’s Program	37
Center for Innovative & Professional Learning	38
International Student & Scholar Services	38
Study Abroad	38
George T. Potter Library	38
Scholarship Opportunities.....	39
Institutional Advancement	40
Marketing & Communications.....	40
Events & Conferences	41
Chief Planning Office/Administration & Finance	41
Campus Store	42
Dining Services.....	42
Facilities	43
Human Resources.....	43
Environmental Health & Safety.....	43
Public Safety.....	43
COLLEGE POLICIES & PROCEDURES	44
Academic Integrity	44
Accommodations for Students with Disabilities	47
AIDS/HIV	47
Alcohol and Other Drug Policy.....	47
Behavioral Intervention Team	55
Good Samaritan Policy	56
Anti-Discrimination Policy.....	58
Complaints Against College Employees	65

Candle Policy	66
College Hazing Policy	67
Fire Safety Systems on Campus	69
Code of Conduct	69
Dissection.....	84
Student Dissent/Disruption of College Functions	85
Entering Classes for Non Academic Purposes	86
Identification Cards.....	87
Immunization Requirements.....	87
Student Medical Insurance	88
Pets.....	88
Pet Walking Authorization	88
Open Public Records Act.....	89
Posting Policy	89
Student Records.....	90
Recycling Policy.....	91
Religious Observance.....	91
The Responsible Use of Electronic Communications	91
Official Communications	93
Ramapo College Intranet.....	93
Rollerskates/Rollerblades/Skateboards.....	93
NJ Sexual Assault Victim’s Bill of Rights.....	93
Smoking.....	95
Standards & Procedures for Involuntary Leave of Absence	95
Medical Leave of Absence.....	98
Telephone Listing.....	104

Dear Students:

As president of Ramapo College of New Jersey, I welcome you to our campus, nestled at the foot of the scenic Ramapo Mountains. I congratulate you on choosing an outstanding college where you will be challenged and encouraged to achieve your academic and professional goals.

Ramapo College has approximately 5,500 students, representing more than 50 countries. We are larger than half the colleges in the country, yet small enough for distinguished faculty and staff to know who you are and to provide you with individual attention.

I have been continually impressed by the commitment and dedication of all those involved with the College. You will be exposed to teaching, learning, service and research opportunities of the highest caliber. In addition to classroom work, I encourage you to take advantage of the wide array of extracurricular activities available at Ramapo. For example, there are more than 100 clubs and organizations as well as special events planned throughout the year where you can broaden your perspective and pursue new interests.

At Ramapo 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.

At Ramapo College, you can make a difference; so I repeat: welcome to Ramapo – a place to live, learn and grow.

Cordially,



Dr. Peter P. Mercer
President

Opportunities for Student Involvement and Influence at Ramapo College

- Be a leader in a student organization – especially those with College-wide impact, such as the Student Government Association and Class Councils.
- Be actively involved with campus communication media (Ramapo News, WRPR, RCTV, etc.)
- Interact with the Board of Trustees:
 - Run for the position of Alternate Student Trustee which, the following year, leads to serving as the Student Trustee.
 - Attend and comment at open portions of Board Committee meetings (Academic Affairs and Student Affairs; Finance; Human Resources; Capital Improvements; Institutional Advancement and Alumni Affairs and Audit).
 - Present public comments at Board of Trustee 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 all-college committees, School-based Unit Councils (and their committees), or special task forces.

Students are members of the following important college committees (Division or Unit with administrative responsibility follows committee name):

- Academic Scholarship Committee (Academic Affairs)
- Affirmative Action (Chief Planning Office/Administration and Finance)
- Allocations Committee (Student Affairs)
- Committee on Academic Standards and Procedures (Academic Affairs)
- Educational Opportunity Fund Program Advisory Board (Academic Affairs)
- Environmental Health and Safety Committee (Chief Planning Office/Administration and Finance)
- Student Athletic Advisory Committee (Athletics)
- Unit Councils (School Deans)
- Make appointments with administrators/faculty leaders to discuss concerns about classes, academic and Student Affairs programs, business practices, etc.
- Apply to join the Ramapo Student Ambassadors Programs (Admissions)
- Serve on College Judicial Board (Judicial Affairs)
- Assume Student Aide and College Work Study positions on campus. (Governor William T. Cahill Center for Experiential Learning and Career Services)
- Serve on Search Committees to attract and select candidates for employment. (Affirmative Action & Workplace Compliance)
- Serve on the Office of Specialized Services Student Advisory Council. (Office of Specialized Services)

OFFICE OF THE PRESIDENT

Dr. Peter P. Mercer, President

Location: M-215, Extension: 7607

The President is the Chief Executive Officer and maintains an active interest in the College community. Students have many opportunities to meet the president, both in formal and informal circumstances. The president of the Student Government Association and other student leaders meet regularly with the president to discuss student concerns.

THE OMBUDS OFFICE

John Woods, Ombudsperson

Location: Lodge Room 124, Extension: 7804

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 Ramapo College community. 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.

STUDENT AFFAIRS

Miki Cammarata, Associate Vice President

Dr. Patrick Chang, Associate Vice President

Location: C-212, Extension: 7456

The mission of the Division of Student Affairs is to complement and enhance the College's formal academic programs. The Division's goal is to assist each student to reach her or his individual potential with regard to intellectual, ethical, and physical development and to become an active leader in the Ramapo and outside communities. The Division accomplishes its goals by providing services, programs, and activities through seven different operating units.

ATHLETICS, INTRAMURALS AND RECREATION

Michael Ricciardi, Director

Location: Bill Bradley Sports and Recreation Center, Extension: 7674

Athletics at Ramapo College are extracurricular 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 belongs to the New Jersey Athletic Conference (NJAC). 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. Sports at the varsity level are as follows:

Women: Basketball, Cheerleading, Competitive Dance, Cross-Country, Field Hockey, Soccer, Softball, Swimming, Tennis, Indoor and Outdoor Track and Field, Lacrosse and Volleyball.

Men: Baseball, Basketball, Cross-Country, Soccer, Swimming, Tennis, Indoor and Outdoor Track and Field, and Volleyball.

Students interested in team sports at a less advanced 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 office located in the Bill Bradley Sports and Recreation Center, or call ext. 7809, or e-mail tlizzo@ramapo.edu.

Fall: Flag Football, Tennis, Hip Hop Aerobics/Pilates, Basketball (outdoor), Beach Volleyball, Chess Tournament, Horseshoes

Spring: Basketball, Volleyball, Softball, Bowling, Chess, Hip Hop Aerobics/Pilates, Horseshoes, Water Polo, Pool Tournaments, Bowling, etc.

* All dates and times will be posted. Please confirm with the Intramural Department.

Varsity Team schedules are available on-line throughout the year. Student support and participation 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's Program

The intercollegiate program is the highest level of competition offered at Ramapo. Many of the participants at the varsity level have been recruited to attend the College. Opportunities for participation also exist for non-recruited student athletes. Trying-out is encouraged. To obtain information on a particular team of interest, students may contact the coach of that sport at the Athletic Center or inquire through the Office of Athletics at (201) 684-7674. Dates for try-outs are posted at the Athletic Center and throughout campus. Information on both the intramural and varsity athletic programs are posted at the Bill Bradley Sports and Recreation Center as well as on the athletic web site: www.ramapoathletics.com.

Recreation Opportunities/Facilities

The Bill Bradley Sports and Recreation 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 1,600 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.

- An indoor jogging track
- 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: fooseball, table tennis, billiards, air hockey and a lounge area.

The Frank and Rebecca Kraus Welcome Center, is a glass-enclosed, wedge-shaped atrium which is the main entry point for the entire Center.

The Sony Electronic Skybox overlooking the main arena is used as a hospitality suite and a meeting room.

The Konica/Minolta Spectator Lobby is host to the Ramapo College Hall of Fame. It is also an area that hosts small receptions and provides concessions for activities in the main arena.

Team sports have home and visitor team 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.

GOVERNOR WILLIAM T. CAHILL CENTER FOR EXPERIENTIAL LEARNING AND CAREER SERVICES

Dr. Eileen Quaglino, Acting Director

Location: C-209, Extension: 7444

The Cahill Center encompasses both Experiential Learning and Career Services. Experiential Learning is an opportunity to combine classroom learning with experience guided by faculty and Cahill staff with orientation and reflection. The Center offers a comprehensive array of activities, programs and services to help Ramapo students prepare for their future studies and careers.

Career Services, using the career development model, provides the resources and strategies for “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.

Cooperative Education is an academic internship program. Staff in this credit-bearing program work with students to place them in positions related to their educational and career goals. Cooperative Education integrates academic learning with faculty supervised work experiences in both public and private sectors.

Internship is defined as a pre-professional hands-on experience in an area in which the student has achieved some measure of competence or interest. Some majors at Ramapo offer formal internships.

Service-Learning is academically-based community service. Students contribute their time, energy and skills as a wide variety of community partner organizations and with people from equally diverse backgrounds through their participation in the program. Faculty members participate in the program by offering service-learning in their courses and establishing relevant learning goals and desired outcomes for students.

Alternative Break program places teams of college students in international and domestic communities to engage in service, positive social action and education. The goals of the program include increasing awareness of culture, social justice, and social issues. The program also strives to humanize poverty through student immersion and to create a life-long service ethic. Destinations have included Guatemala, various parts of Mexico, Dominican Republic, New Orleans, LA and Asheville, NC.

The Community Service Center promotes, facilitates and organizes community service by members of the Ramapo community, especially students within clubs and organizations. The Community Service Center strives to respond effectively to needs identified by community agencies by empowering and uniting the campus to effect social change through direct service. The Community Service Center is also responsible for documenting all of the fundraising initiatives and donation drives on campus.

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 HEALTH AND COUNSELING SERVICES (CHCS)

Dr. Judith Green, Director

Counseling Services

Location: D-216, Extension: 7522

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

Counseling Services addresses the developmental and psychological needs of students through educational, therapeutic, and preventative services. Counseling Services provides free and confidential services to students including individual counseling, crisis intervention and psychiatric services. Counseling Services also provides outreach presentations on mental health related topics. Counseling Services staff are available after hours and on weekends to handle psychological emergencies. To access the after hours crisis service contact Public Safety at (201) 684-6666 and ask to speak to an Emergency On-Call Counselor.

STUDENT HEALTH SERVICES

Debra Lukacsko, Associate Director of Student Health Services

Location: Near the College's South Entrance at the corner of Route 202 and Hornbeam Road, Extension: 7536

The primary responsibility for Student Health Services is to keep students healthy and in class. The main focus of Student Health Services is 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. Student Health Services 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.

JUDICIAL AFFAIRS

Melissa Van Der Wall, Director

Location: C-216, Extension: 7869

The Office of Judicial Affairs is responsible for coordinating and adjudicating all College policy violations related to students. Judicial Affairs assists in the development of responsible student behavior that is fostered by example, counseling, guidance, admonition and adherence to College policies. Students are expected to be responsible community

members, have integrity in their decision making, and practice civility. The disciplinary process educates students as to the purpose and importance of abiding by policies and promotes a safe educational environment. Student misconduct is addressed through a fair and impartial process that is overseen by the Director of Campus Judicial Affairs. The College issues sanctions, that are appropriate and necessary, to ensure continued and/or future adherence to standards of conduct and to protect the general population from disruptive behavior.

RESIDENCE LIFE

Linda Diaz, Director

Location: C-213, Extension: 7461

The Office of Residence Life provides services and support for approximately 3,000 students who live on campus. The main office of Residence Life is the place where housing assignments, meal plan changes, housing withdrawals, residential billing and Housing Selection are processed.

Pine Hall, Linden Hall, Pamela M. Bischoff Hall, Nancy Mackin Hall, The Overlook, and Laurel Hall are traditional multi story Residence Halls that consist of either suites or rooms with private bathrooms. These Residence Halls are managed by Professional Residence Directors. The College Park Apartments and The Village are apartment complexes that are managed by Professional Area Directors with the assistance of Graduate Residence Directors.

Each Residence Hall has a Resident Assistant on each floor and in the two apartment complexes there are Community Assistants assigned to the various buildings. The Resident/Community Assistants are supervised by Residence Directors who also live on campus and work in the hall offices. All hall offices provide administrative assistance with mail distribution, maintenance requests, equipment sign out, access card questions, room changes and various other services. The Resident/Community Assistants provide programming in the Residence Halls as well as 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. For further information about Residence Life please visit the Residence Life web pages where you will find links to virtual tours of our Residence Halls, information about Residence Life staff, important dates and critical policies and procedures.

SPECIALIZED SERVICES

TBD, Director

Location: C-205, Extension: 7514, TDD: 201.684.7092

The Office of Specialized Services (OSS) facilitates access to the programs and activities of the College for students with documented physical, learning, and/or psychological disabilities. Academic services include arranging classroom and testing accommodations and other academic adjustments, including private testing, scribes and readers. Residence Life accommodations may be necessary to provide access to those students who live on campus. OSS also sponsors two clubs and can provide

workshops and information on various disability related topics. A Technology laboratory with assistive technology is located in C-211. Referrals for community services are available.

Other support services available to eligible students through a U.S. Department of Education TRIO Student Support Services grant include advisement; tutoring; career counseling; adaptive computer technology aides; assistance in coordinating personally-funded attendant care services and other independent living arrangements; information and referral services for on-and-off campus counseling; and advisement concerning community service agencies. A student advisory committee and student-guided support groups, as well as cultural and recreational programs and event, are also available.

Project LEARN is a new joint program offered between OSS and St. Clare's Hospital providing on-going support to students with anxiety, depression and other mental health diagnoses. The LEARN office is located in C-208.

One type of accommodation is a "late withdrawal" for up to two academic classes. This is granted to students whose disability or chronic illness causes them to be unable to complete some of their classes. In the event the student needs to withdraw from all their classes a medical leave can be requested through the Counseling Center. New student and parent orientation programs are offered as well as the "Bridge" transition to college program.

STUDENT DEVELOPMENT

Mandolin Restivo, Director

Locations: Student Center, SC-200, Extension: 7593

Women's Center, C-220, Extension: 7768

Grounded within the college's four pillars of international, intercultural, experiential and interdisciplinary education, the mission of the Student Development is to develop the whole student. Through their participation in a broad range of purposeful programs and services which include opportunities to share experiences with other students, faculty and staff, join clubs and organizations and explore leadership roles, students learn to think critically, value diversity and make positive contributions to campus life.

Student Development includes the following units. Please see the following websites for details:

Fraternity and Sorority Life –

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

The Women's Center –

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

Student Center –

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

Student Activities (clubs and organizations, major events, platinum series, student activities revenue management) –

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

Campus Ministries

Locations: SC-207 & SC-135, Extensions: 7251 & 6841

The pastoral and spiritual needs of the Ramapo community, especially those of students, are served by clergy and lay staff who maintain offices in the Scott Student Center. Jewish, Muslim and Christian faiths are represented. Christian denominations served on campus are Roman Catholicism, Evangelical Protestantism, and Anglicanism. 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 Campus Ministries board in the Scott Student Center, as well as on the Campus Ministries website at:

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

STUDENT AWARDS PROGRAM

The Student Awards Program, administered by the Division of Student Affairs, recognizes students and faculty/staff who have been outstanding in their contributions to the programs, activities, and services administered by the Associate Vice Presidents for Student Affairs. The number of awards is limited. The intention is to recognize those whose contributions have led to significant improvements in the quality of student life at Ramapo.

1. Dean's Award for Exceptional Service to the College Community

The Dean's Award is the Division's highest honor. It is awarded to selected persons who have made outstanding contributions to the quality of campus life. These contributions may include improvements in the College community through initiation of services or programs and/or distinctive service to the student body through exceptional performance in an established position.

2. Jerome Lee Memorial Award

This award is named in honor of the Director of the Student Center who died prematurely in July 1995. The award honors Jerome Lee who valued high ethical and moral standards and gladly extended his capacity for human love to all those with whom he came in contact. Nominees/applicants for the Jerome Lee Memorial Award should demonstrate in their efforts within the extracurriculum, leadership through grace, human kindness, and the art of gentle persuasion — all traits that characterized Jerome's work.

3. Outstanding Leadership Award

Designed for students who have demonstrated exceptional leadership qualities as members of the executive board of a student organization or in another highly visible campus position.

4. Outstanding Recognized Organization of the Year Award

This award honors the student organization that best develops an ambitious agenda of activities relevant to its stated purpose and accomplishes it. The agenda should reflect the College's mission and its programs should be open to all members of the student body.

5. Carly Hartman Memorial Award for Greek Organization of the Year

This is awarded to registered Greek letter organization which has exhibited exemplary achievement over the past year. Criteria include, but are not limited to, academic achievement, community service, leadership development, support of the College's interest in health and wellness programming, and overall fostering of brotherhood/sisterhood goals.

6. Outstanding New Organization of the Year Award

This award honors the recognized student organization in its first year that best develops an ambitious agenda of activities relevant to its stated purpose and accomplishes it. The agenda should reflect the College's mission and its programs should be open to all members of the student body.

7. Outstanding Voluntary Service Award

This award recognizes students and/or student groups who have volunteered their time for community service work under the auspices of the College at no pay and for academic credit.

8. Outstanding Student Service Award

This award recognizes students who make outstanding contributions to the extracurriculum through participation in clubs and organizations.

9. International Spirit Award

This award recognizes one American and one international student who has demonstrated through words and deeds their commitment to the "international" pillar contained in the College's mission.

10. Omicron Delta Kappa Second-Year Student Service Award

This honor is designed to recognize sophomores who make outstanding contributions to the extracurriculum through participation in student clubs/organizations or other campus leadership activities.

11. Omicron Delta Kappa New Student Service Award

This award is designed for promising students who take an active role in the extracurriculum and assume significant responsibility during their first year at Ramapo.

12. Who's Who Among Students in American Colleges and Universities

The Office of Student Affairs oversees the selection of juniors and seniors who have at least a 3.0 cumulative grade point average and have been active in College activities. Students nominated are included in the annual, nationally-distributed edition of Who's Who Among Students in American College's and Universities.

13. DAC Bridging the Gap Award

This award, instituted by the Diversity Action Committee in 2007, recognizes and encourages clubs or organizations that work toward creating an environment on campus that is welcoming towards and inclusive of diversity.

This award will be given to the club or organization that has demonstrated exceptional efforts to work collaboratively with other groups, has reached beyond its boundaries, and has demonstrated a commitment to fostering diversity, as well as living out the spirit of Ramapo College's intercultural and international pillars. This club or organization should serve a diverse population through programming, community service, or other work, and have a diverse membership.

Information concerning awards criteria and procedures is available in the Student Affairs Office, posted on bulletin boards, and sent to all student's Ramapo e-mail accounts. Awards are presented at the Annual Dinner for Student Leaders.

CLUBS AND ORGANIZATIONS

At Ramapo College, student clubs and organizations are recognized as important parts of the total learning experience. Students are urged to take advantage of the many opportunities available, since not all their time is spent in class.

There are more than 100 groups including cultural, academic, religious, recreational, entertainment, political, social and special interest groups. Joining can provide students with interesting friends and give them lifelong memories of their college years.

Clubs and organizations at the College are run by students under the general supervision of the Student Development unit. Each group operates under its own constitution, according to the interests and enthusiasm of its membership. All welcome new members, new ideas and new directions. Many groups can provide valuable experience and connections to the job market.

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

Student Clubs (College-Recognized)

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

1 Step (Students Together for Environmental Progress)

This organization is a student working group of the President's Climate Commitment Task Force. 1 Step seeks to help attain the college's goals of carbon-neutrality and greater understanding of campus sustainability through implementing feasible solutions and student education/outreach. Advisor: Emma Rainforth, office, G-418, ext. 7209

Above the Influence

Above the Influence is dedicated to preventing and educating the community about drugs, alcohol, tobacco and other destructive choices. Advisor: Jose Vallejo, office: McBride House, Rm. 9 ext. 7138.

Accounting Club

The purpose of the Accounting Club is to familiarize its members with the Accounting profession through guest speakers, job fairs, networking trips and club meetings. Advisor: Ray Rigoli, office ASB 309, ext. 7372

Active Minds

Active Minds is the nation's only peer-to-peer organization dedicated to raising awareness about mental health among college students. The organization serves as the young adult voice in mental health advocacy on over one hundred college campuses nationwide. Advisor: Cheryl Schwartz, C-207, ext. 7693

Alpha Phi Omega Service Fraternity (APO)

Alpha Phi Omega is a co-educational national service fraternity. The purpose of Alpha Phi Omega is to develop leadership, promote friendship, and provide service to humanity. This chapter is dedicated to service to the community as well as Ramapo College. Advisor: Rachel Marko, office: C-213, ext. 7461.

American Studies Club

The American Studies Club is dedicated to the education of American Studies at Ramapo College through speakers, videos, and discussions. The club is for those in the American Studies program or those who are interested in the field. Advisor: Stephen Rice, office B-204, ext. 7486.

Ballroom Dancing Club

The Ballroom Dance Club is a club for those interested in the art of ballroom dancing, on all levels of experience. Advisor: Alex Olbrecht, office ASB-205 ext. 7346.

Bioinformatics Club

This organization has a two-fold purpose. The first goal is to inform and help students in this major and science major learn the new tools, techniques, and career opportunities in Bioinformatics through lectures, discussions, and workshops. The second goal is to create a general awareness among ALL students including non-science majors about the exciting field of Bioinformatics and its applications. Advisor: Ash Stuart, office: G-320, ext. 6222.

Biology Club

This group is dedicated to promoting interest in the biological sciences. Activities include sponsoring speakers and tours to places of biological significance. The College's laboratory facilities and equipment are made available to members of the club for projects of particular interest. Advisor: Edward Saiff, office: G-300B, ext. 7723.

Brothers Making a Difference (BMAD)

This organization wishes to promote the upward mobility of Black and Latino males both on and off campus. Advisor: Kevin McDaniel, office: Thomases Commons, ext. 7104.

Campus Crusade for Christ

As an interdenominational organization, we aim to foster awareness of ethical, social, intellectual, philosophical, and most of all religious issues, and their relationships to Christianity. We also intend to create an environment in which Christian students can develop their faith through interaction with other Christians and through study of the Bible. Advisor: Tim Van Duyne, office SC-135, ext. 6841.

Catholics at Ramapo United (CRU)

Activities include religious services, discussion/prayer groups, outings, retreats, interfaith services, and community service locally and in the Dominican Republic. Open to all students who desire to enhance their understanding and practice of their faith. Advisor: Father Bill Sheridan, office SC-207, ext. 7251.

Chemistry Club

The students of this organization meet for talks on chemistry topics and related careers. This organization also sponsors field trips to neighboring industries and universities. Its members attend local Hudson-Bergen Chemical Society talks and the Nichols Symposium and Dinner. The Chemistry Club seeks to demonstrate the excitement, relevance, and importance of chemistry in today's world. Advisor: Francis Farrell, office G-238, ext. 7713.

College Democrats

The College Democrats organization pledges itself to support the philosophy and candidates of the Democratic Party. Furthermore, the College Democrats declares its intention to support all efforts to increase the participation of college students in Democratic Party affairs. To these ends, the College Democrats educate and train its members so that they are better able to educate students about the philosophy of the Democratic Party; assist in the election of local, state, and national Democratic candidates; and effect political change on the local, state, and national level. Advisor: Mandy Restivo, office: SC 200, ext. 7769.

College Republicans

The purposes of the club are: to make it known and promote the principles of the Republican Party among members of the Ramapo College campus and community; to aid in the election of Republican candidates at all levels of government; to encourage and assist in the organization and active functioning of the Republican Party at local, state, and national levels; to develop political skills and leadership abilities among Republican students as preparation for future service by them to the Party and community. Advisor: Jeremy Teigen, office: B-235, ext. 6286.

Colleges Against Cancer

Colleges Against Cancer is an organization focused on awareness of cancer in American society. Through programming and fundraising, this club brings awareness of cancer to Ramapo College. Advisor: Mike DiBartolomeo, office: McBride 9, ext. 7308.

Computer Club

The Computer Club complements the Computer Science Program by bringing together students and faculty to exchange information and ideas. Advisor: Scott Frees, office: G-155, ext. 7726.

Creative Media Club

The Creative Media Club is for those students interested in digital and print design. Advisor: Bonnie Blake, office H-108, ext. 7597.

Culture Club

This organization is dedicated to the acceptance and celebration of the different aspects of the global community. Club members relate their experiences and explore the uniqueness of other cultures through various activities. Some examples of club activities are cultural and food festivals, films and lectures. Every semester the club publishes The Cultural Journal, which includes essays, poems, and anecdotes, recipes, and personal narratives. All submissions of cultural importance are welcomed. Advisor: Niza Fabre, office: B-211, ext. 7262.

Dance Company

The purpose of the Dance Company is to provide an outlet for dancers at Ramapo and to perform and choreograph dances for the college. Advisor: Terra Vandergaw, office: BC-151, ext. 6849.

Ebony Women for Social Change (EWSC)

Members of this organization are dedicated to promoting social change within the College and neighboring communities. Members strive toward “helping those individuals who cannot help themselves.” All proceeds from events such as food and clothing drives are used to benefit individuals in need. Advisor: Dee Bright Foreman office: D-101 F, ext. 7544.

Environmental Alliance

This organization attempts to heighten environmental and social awareness within the Ramapo community through education, activism, and organized campus events, such as campus clean-ups and environmental education for elementary school students. Advisor: Michael Edelstein (on sabbatical Fall 09, interim advisor TBD), office: G-419, ext. 7745.

Feminists United

Feminists United is an organization that works to promote gender equity through direct political action. It raises awareness and seeks justice in such area as violence against women, feminist ideology, economic exploitation, sexual harassment, and racism. All are welcome to join. Advisor: Kat McGee, office C206, ext. 7136

Filipino American Student Association (FASA)

FASA is dedicated to promoting and encouraging Filipino-American culture on campus. Members organize and sponsor events that provide an awareness of Filipino culture and history. Advisor: John Yao, office D209, ext. 7587

Future Educators of America at Ramapo (FEAR)

This organization is dedicated to the field of education and the profession of teaching. The goal of FEAR is service activities, workshops, lectures, conferences, professional organizations, and connections to experienced educators. Advisor: Richard Russo, office: D-212, ext. 7899.

Haitian Organization for Progress (HOP)

Haitian Organization for Progress is an organization which emphasizes the importance of culture and focuses on building community. Members are involved in many community service projects. Advisor: Niza Fabre, office: B-211, ext. 7262.

Hillel

This is an internationally known organization that serves Jewish students on college campuses. Hillel offers religious and cultural programs including trips, holiday observances, historical commemorations, lectures, films, and leadership and personal growth opportunities. Advisor : Shalom Gorewitz, , office: BC-321, ext. 7150; Rabbi Ely Allen ely@ujannj.org.

History Club

This group is comprised of Ramapo students who enjoy learning and good company. The activities include lectures, field trips to historical sights, films, social events, and fundraisers. Speakers come from around the country and the world. Advisor: Tae Kwak, office: A-201, ext. 7287.

Il Circilo Italiano

The Italian Circle is an organization that promotes the culture and issues of concern, to the Italian and Italian-American communities. Advisor: Rosetta D'Angelo, office: B-203, ext. 7408.

Inter-Greek Senate (IGS)

This group serves as the umbrella governing body for all Greek letter organizations. Advisor: Tamika Quick, Office: SC-201, ext. 7779.

For the full listing of registered organizations see Greek Life section.

International Student Organization (ISO)

This organization seeks students of all nationalities to create a meaningful intercultural experience at Ramapo. The club sponsors a variety of activities, such as international dinner nights, trips to various places of cultural interest and national beauty, and relevant films and lectures. Advisor: TBD, for further information contact Mandy Restivo, office SC 200 ext. 7593.

Inter-Varsity Christian Fellowship (IVCF)

The Fellowship builds a group on campus that grows in faith and reaches out to others with the love of Jesus Christ through Bible study, weekend retreats, and activities designed to develop and expand spiritual and personal growth. Advisor: Timothy Van Duyne, office: SC-135, ext. 6841. Club office SC-211.

Irish American Club

The mission of the Irish American Club is to preserve, promote, enjoy, and participate in the traditions, heritage, and cultural activities of Irish Ancestry on the Ramapo College Campus. Advisor: James Morley, office G-127, ext. 7852.

Literature Club

This is a group dedicated to the love of all kinds of Literature in all forms including the appreciation of classic texts, such as Shakespeare and his many plays or Dante's Inferno or the admiration of modern writers such as Steven King. Efforts are made to look at and better understand the process of creative writing as a whole. Advisor: Yvette Kisor, office B-142, ext. 6212.

Math Club

This organization provides a place where students who share a common interest in the mathematical sciences can gather together. The club sponsors social and educational meetings where students can learn about recent mathematical events as well as career options and meet others who share a common interest. Advisor: Katarzyna Potocka, office: G-232, ext. 6218.

Model U.N. Club

The organization offers students a hands-on opportunity to gain knowledge concerning the workings of the United Nations and participate in a variety of regional and national conferences and competitions, as well as in the ICONS project. Advisor: Clifford Peterson, office: B-228, ext. 7421.

Moot Court Club

This club allows student to learn court procedures and enhance communication skills through court simulations, debates, and other forms of competitive public speaking. Advisor: Jillian Weiss, office G-133, ext, 7191.

Muslim Student Association (MSA)

The Muslim Student Association is an internationally known Muslim organization that serves Muslim students on college campuses. MSA offers social, cultural, and religious programs, and holds congregational prayers and Islamic religious festivals during the year. One of its aims is to make Islamic teachings known to interested non-Muslims. Advisor: TBD, for further information contact Mandy Restivo, office: SC-211, ext. 7769.

Nursing Student Organization (NSO)

This organization is dedicated to providing students with first-hand information about the field of nursing through trips, guest speakers, lectures, and projects. Advisor: Kathleen Burke, office: ASB 431E, ext. 7737.

Organization of African Unity (OAU)

This organization familiarizes and educates the Ramapo College community with African culture and many programs geared toward improving communication and relationships between the various Diasporas in the African communities and the rest of the College community. In addition, this group provides special assistance and advice on the planning of African Ancestry Month. Advisor: Kevin McDaniel, office: RL-Thomases Commons TC-106, ext. 7109.

Organization for Latino Unity (OLU)

This organization seeks to provide an environment for Latino/Latina students to learn more about their own culture as well as share their culture with the rest of the College community. OLU also serves as the political voice for Latino/Latina student issues. Another purpose of

the club is to serve as a support system for students by creating an environment where they can work together to bring the Latino/Latina experience to Ramapo. A central objective is to educate the Ramapo community about the Latino/Latina culture. With this in mind, students of all cultures and backgrounds are welcome to participate in the organization. Advisor: Iraida Lopez, office: B-140, ext. 7164.

Philosophy Club

The purpose of this club is to provide a forum where students can be exposed to philosophical and theological ideas, expand their understanding of such ideas, enrich their minds and learn about the history and future of philosophy/philosopher and theology/theologians. Advisor: Lisa Cassidy, office: B-230, ext. 7416.

Physics Club (Teodorian Natural Philosophers)

The goals of this organization are to extend physics by bringing together students and faculty to exchange ideas and information; to support the idea that physics is fun; to organize field trips and seminars in order to provide its members better insights into contemporary science and technology; and to encourage student research and experimentation. Advisor: Daniela Buna, office: G-154, ext. 7124.

Political Forum

The Political Forum is the Ramapo College political science club that brings together students interested in politics and the study of political systems, both American and international, as well as in the discussion of contemporary political issues. The Forum organizes students of all political persuasions in a nonpartisan environment and promotes the examination of political issues, appearances of speakers on campus, and the enhancement of political education for the Ramapo College community. Advisor: Michael Fluhr, office B-209, ext. 7414.

Pre-Medical Pre-Health Club

This organization was established to assist Ramapo students who are planning careers in medicine or one of its related fields. Today, such students need an edge on the ever-growing competition. This organization provides such an advantage through discussions, guest speakers, community service events, and other activities that transform mere applicants into legitimate candidates. Advisor: Rena Bacon, office: G-321, ext. 7727.

Psychology Coalition (PsyCo)

The Psychology Coalition explores various dimensions of psychology, human relations and relevant social problems by sponsoring peer discussion, lectures, films, and trips. Advisor: Maya Poran, office: G-145, ext. 7192.

Ramapo Against The War (RAW)

This organization raises awareness about the Iraq war on campus through the distribution of information and interaction with the student body. Advisor: Pat Keeton, office: C-109, ext. 7361

Ramapo's Average Students Who Care About Laughing Sometimes (R.A.S.C.A.L.S.)

R.A.S.C.A.L.S. is a club devoted to bringing comedy, in all of its forms, to Ramapo's community. Advisor: Stephen Jablonsky, office E-115A, ext. 6224.

Ramapo College Television and Video (RCTV)

This organization provides members with opportunities to express themselves creatively through video. RCTV, Channel 69, carries student programs and variety shows such as weekly magazines, interviews, sports, and game shows. Special events also appear on this channel. Advisor: Zachary Bressler, office: H-205, ext. 6239.

Ramapo Community Organizing for Empowerment (R-CORE)

The purpose of RCORE is to empower Ramapo students to act for the good of their (and all) communities, to have and voice passionate opinions, and to be aware of the power of all voices and actions. This is achieved through student public expressions, community or nationally-based projects and initiatives, and regular open discussion groups. Advisor: Patricia Keeton, office C-109, ext. 7361.

Ramapo News

This is the weekly student newspaper of Ramapo College written for and by its students. The paper is a forum for student expression and creativity. There are numerous opportunities to write, edit, interview, sell advertising, and critique. Advisor: TBD

Ramapo Operation Link Up (ROL-UP)

ROLUP is a joint venture between the Office of Admissions, the non-profit organization Operation Link-Up, Operation Link-Up students enrolled at Ramapo College, and any other students attending Ramapo College who believe in the power of mentorship and community service. The organization will serve as a support network for its members, host educational speakers, connect students with faculty and staff, as well as provide students with the opportunity to have a formal mentor. Advisor: Jose Vallejo, office: McBride House Rm. 9, ext. 7138.

Ramapo Outdoor Club (ROC)

This club's mission is to provide students with educational information about, and opportunities to actually experience, the outdoors. Activities include trips and excursions such as hiking, skiing, outdoor expos, nature walks, and rock climbing. ROC tries to address the interests of those who simply want to take a walk and appreciate nature, as well as those looking for more strenuous or challenging activities. Advisor: August Daquila office: D-125 ext. 7494.

Ramapo Pride

Ramapo Pride provides a safe environment for lesbian, gay, bisexual, transgender, intersex, queer and questioning (LGBTIQ) students and their straight allies. The organization is built around providing activist and educational programming, but also provides a social network for LGBTIQ students on campus. Advisor: Kat McGee, office C 206, ext. 7136.

RamaShows

This club discusses music that influences our daily lives through meetings and personal interactions and attendance at various shows and concerts at local and distant venues. Additionally, guest speakers teach members about the specifics of the industry such as producing albums, shows, and promotions. Advisor: Roger O. Johnson, office: BC-324, ext. 7598.

Save Darfur Club

This organization seeks to raise awareness and inspire activism about the crisis in Darfur. Advisors: Michael Riff, office L-333, ext. 7409 and Cheryl Schwartz, office C-207, ext. 7693.

Science Fiction and Comic Book Club

This club is designed for those interested in comic book collections, tabletop RPG's, Japanese animation, and science fiction. Advisor: Kay Fowler, office: E-222, ext. 7565.

Ski and Snowboard Club

This purpose of this club is to get students involved with the sports of skiing and snowboarding through trips and informational sessions about the sport. Advisor: Richard Lowell, office: G-325, ext. 7741.

Social Work Club

This organization seeks to acquaint students with the Social Work Program at Ramapo College and the social work professional community. Members work to expand the social consciousness of the College community. Advisor: Kim Lorber, office: G-132, ext. 7846.

Society for Human Resource Management (SHRM)

SHRM affords students seeking any kind of business or management degree the opportunity to manage and execute strategic plans of action ranging from Ramapo College-based fund raisers to high-caliber social events with Fortune 100 executives. It is affiliated with the local North Jersey/Rockland Chapter of SHRM. Through coordinated efforts with the Cahill Center and the faculty, the SHRM club helps students build relationship with other students, their professors, and corporate representatives in various industries. Advisor: TBD for further information contact Mandy Restivo, office: SC-200, ext. 7769.

Sociology Club

The purpose of the Sociology Club is to fulfill the educational and social needs of all Sociology majors/non-sociology majors at the college. Advisor: Erin Augis, office: E-226, ext. 6844.

South Asians at Ramapo

The purpose of South Asians at Ramapo is to bring all the South Asians together and to provide awareness regarding the South Asian culture to all members of the Ramapo community. The club aims to hold different events highlighting the richness and diversity of the South Asian culture, music, art, and traditions. Advisor: Ruma Sen, office: C-112 A, ext. 7813.

Spanish Club

This organization seeks to increase understanding about the Spanish language and culture. Advisor: Paula Straile-Costa, office: B202, ext. 7195.

Student Government Association (SGA)

This is an association whose purpose is to serve and represent the student body through effective and responsible leadership on matters relevant to the quality of student life. The Student Government Association functions as a liaison between students, the administration,

and faculty. General student body support and active participation is necessary for an effective student government. Advisors: Christopher Romano and Stephen Rice, offices: A-233/B-204 , ext. 7609/7486.

Students of Caribbean Ancestry (SOCA)

This organization is for students whose ethnic heritage stems from the Caribbean or who are interested in Caribbean culture. The Caribbean Club seeks to promote an understanding of Caribbean culture which has influenced the development of this country in many ways that are not widely known. Advisor: Diana Williams, office: C-209D, ext. 7446.

The Finance Club

The primary aim of club is to promote knowledge of financial market operations and related subjects (e.g. stock/bond market, valuation of money), promote social and cultural understanding among students from all educational backgrounds and to derive other academic values. Advisor: Juan Cabrera, office ASB-013, ext. 7354

Trillium

This organization produces a literary magazine with contributions from Ramapo College students. Advisor: Ed Shannon, office: B-202, ext. 7354.

United Asian Association (UAA)

The United Asian Association serves as a common ground for Asian students and other students interested in Asian cultures to meet, thus providing a forum for social and cultural events. We are a social, cultural and educational organization united by our common interest and focus on Asia. Advisor: John Yao, office D-209, ext. 7223.

Various Artists Society

This organization provides members with opportunities to express themselves creatively through visual art. Regular exhibitions of student work are held in the Photo Lounge in the Berrie Center. Advisor: Robert Modafferi, office BC-220, ext. 7587.

Versatile Media Club

The purpose of Versatile Media is to combine and nurture the talents of members of the Ramapo College community who are willing to come together and showcase their talents in the name of charity. Advisor: Joe Johnson, office: B-206 Ext. 7411.

WRPR

This organization is dedicated to the operation of WRPR 90.3 FM, the Ramapo College Radio Station. WRPR programming includes music, sports, news, and talk, as well as daily contests and presence at major events on campus. Advisor: Steven Schur, office D-211, ext.7183, Club Office: SC-215/216.

Writers' Block

Writers' Block is a supportive and open community for all creative writers on campus where they can improve their craft in an encouraging setting. Advisor: Al Romano, office E-236, ext. 7084.

Yearbook

This group is responsible for capturing the year's events through the use of photographs, art work, and creative writing. All students, regardless of their experience, are encouraged to join. Advisor: Anthony Padovano, office B-237, ext. 7430, Club office: SC-215.

Yoga Experience

This club is open to any student interested in exploring the mind, body, and soul. The central focus is on hatha (physical) yoga available to students of all experience levels. Yoga sessions are held 2-3 times a week for an hour and a half. Members embark on weekend retreats and seminars to discover other forms of Yoga practice, such as volunteering and group sharing. Meditation is also a focus in relaxing the mind and body to escape from the daily pressures and stress. Advisor: Lorali Deming, office: A-228, ext. 7448.

Caucuses/Councils

Black Student Union

The Black Student Union is a caucus designed to maintain and promote active communication and interaction between all students and faculty of the African Diaspora including the Organization of African Unity, Students of Caribbean Ancestry, Brother Making a Difference, Ebony Women for Social Change, Haitian Organization for Progress, Ramapo Operation Link Up, and the Organization of Latino Unity.

Class Representatives

Class representatives are elected annually to represent their class. Representatives serve as members of the Student Government Association.

Commuter Caucus

The Commuter Caucus serves as the advocating body for all students who attend Ramapo College as commuters. This caucus falls within the auspices of Student Government Association.

Freshman Caucus

The Freshman Caucus serves as the advocating and programming vehicle for all first year students. This caucus falls under the auspices of the Student Government Association.

Student Leaders Coalition

The Student Leaders Coalition is representative of the major organizations on campus. These student leaders meet with the College President and the executive administrators of Ramapo College to discuss issues, events and concerns. The group fosters direct communication between student leaders and the leaders of the institution.

Honor Societies:

The College prizes academic achievement and student service. It recognizes these values by making special efforts to 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.

Alpha Psi Omega – A theatre honor society that provides acknowledgement to those demonstrating a high standard of accomplishment in theatre and provides a wider fellowship

for those interested in theatre. Alpha Psi Omega has sponsored the formation of theatre honor societies with the aim of encouraging dramatic production at every step in a person's academic career. The society is not intended to take the place of any regular theatre clubs or producing groups, but as students qualify they may be rewarded by election to membership in this society. Advisor: Beba Shamash, office: BC-148, ext. 7146

Beta Beta Beta – An honor society for students who excel in the study of biology. Particularly for undergraduates, Beta Beta Beta seeks to encourage scholarly attainment in biological science by reserving membership for those who achieve a superior academic record. Beta Beta Beta is dedicated to cultivating interest in biological science and promoting an appreciation of the value of biological study. Each year, Ramapo's chapter welcomes into membership those students who show a strong interest in Biology and who meet the standards of academic achievement set by the local chapter. Advisor: William Mitchell, office G-300, ext. 7725.

Chi Alpha Upsilon -Founded to recognize the academic achievement of students admitted to colleges and universities through non-traditional criteria who utilize developmental education support services. Its purpose is to promote continued high academic standards, foster increased communication among its members, and honor the academic excellence of those students admitted to the college via developmental program pathways. The involvement of eligible alumni enables networking for members. Programs sponsored by the society encourage other students toward this accomplishment. Advisor, Carolina Perez, office: D-101, ext. 6217.

Delta Mu Delta – This national honor society recognizes upper-class students in the School of Administration and Business who have achieved an outstanding academic record. Membership is by invitation, usually in the junior year. Advisor: Susan Eisner, office: ASB-204, ext. 7619.

Kappa Delta Pi- Kappa Delta Pi is the only organization that represents *all* educators— regardless of subject area specialty, degree obtained, grade-level focus, or years of teaching experience. Though diverse, all KDP members share a common purpose: We are a dynamic community of exceptional educators committed to promoting excellence in the education profession by recognizing and advancing scholarship, leadership, and service. Advisor, Alex Urbiel, office: G-404B, ext. 7627.

Lambda Pi Eta - The official communication studies honor society of the National Communication Association (NCA). As a member of the Association of College Honor Societies, Lambda Pi Eta was founded in 1985 at the University of Arkansas and represents what Aristotle described in his book, *Rhetoric*, as the three ingredients of persuasion: Logos (Lambda) meaning logic, Pathos (Pi) relating to emotion, and Ethos (Eta) defined as character credibility and ethics. Advisor: Kelly Dolak, office C-105, ext. 6851.

Omicron Delta Epsilon – This national honor society recognizes outstanding juniors and seniors majoring in Economics. Faculty and staff may also be nominated for membership. Advisor: Teresa Hutchins, office: ASB-312, ext. 7371.

Omicron Delta Kappa – Omicron Delta Kappa is a national leadership honor society for college students, faculty, staff, and alumni. It is based on the idea that leaders of exceptional

quality and versatility in the college community should cooperate in worthwhile endeavors, and that outstanding students, faculty, staff, and alumni should meet on the basis of mutual interest, understanding, and helpfulness. This honor society gives recognition to meritorious leadership and service in extracurricular activities, promotes outstanding scholarship, and encourages the development of general campus citizenship. Advisor: Mandy Restivo, office: SC200, ext. 7769.

Order of Omega – This national honor society recognizes outstanding students who have attained a high standard of leadership in fraternal organization activities and encourages them to continue developing their potential and inspiring others to strive for similar excellence. Criteria for membership in The Order include character, scholarship, service, and leadership in fraternal affairs of Ramapo College.

Additionally, The Order brings together members of the faculty, administration, alumni and Ramapo's fraternities and sororities on the basis of mutual interest, understanding, and helpfulness. Advisor: Tamika Quick, office: SC-201, ext. 7779.

Phi Alpha Delta — This international fraternity of pre-law and law school students creates a bond between students, teachers of the law, and members of the Bench and Bar in a fellowship that promotes the welfare of its members and encourages their moral, intellectual, and cultural advancement. Advisor: Mark Howenstein, office: B-238, ext. 7431.

Phi Alpha Theta — This international history honor society is open to students who have completed at least 12 hours in history with better than a 3.0 grade point average and an overall grade point average of 3.0 or higher. Advisor: Tae Kwak, office: A-201, ext. 7216.

Phi Beta Delta, International Education— The nation's first honor society dedicated to recognizing individuals who have demonstrated scholarly achievement in the areas of international education and exchange. By increasing the recognition, credibility and importance of the international experience and by developing a campus network of students and faculty involved in international endeavors, the society creates a catalyst on campus for international programming. In addition, through the national organization, Phi Beta Delta connects individuals on campus and throughout the U.S. involved in the international experience by recognizing the importance of these achievements in higher education. Advisor: Jeremy Geller, office: ASB-123D, ext. 7530.

Phi Delta Epsilon Medical Honors Society- An international medical fraternity, guided by the precepts of philanthropy, deity, and equity. Phi Delta Epsilon promotes fellowship and mentoring, equality and unity. It also promotes the highest scientific and educational standards in the field of medicine, the highest standards of ethics in the practice of medicine, medical teaching, and research; promote nonprofit group service to the community and discussions of current social and economic issues as related to the practice of medicine. Advisor: Rena Bacon, office: G-321, ext. 7727.

Pi Mu Epsilon, Mathematics- Pi Mu Epsilon is the National Mathematics Honor Society. Founded on May 25, 1914 at Syracuse University, PME currently has over 300 chapters at colleges and universities throughout the United States. The purpose of the Society is to promote scholarly activity in mathematics among the students in academic institutions. Advisor: Katarzyna Potocka, office: G-232, ext. 6218.

Pi Sigma Alpha — Pi Sigma Alpha is the national political science honor society. The criteria for membership are at least 15 credits in political science courses, approximately a 3.5 grade point average in political science, approximately a 3.2 overall grade point average, junior or senior status, and ranking in the top third of the class. Advisor: Ronald Hayashida, office: B-229, ext. 7422.

Psi Chi Psychology Honors Society,- This National Honor Society in Psychology founded in 1929, promotes acts of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Membership is open to graduate and undergraduate students who are making the study of psychology one of their major interests. Psi Chi provides special recognition for outstanding psychology students. Advisor: Marshall Harth, office: G-443, ext. 7757.

Sigma Delta Pi Spanish Honors Society- The National Collegiate Hispanic Honor Society, was established on November 14, 1919. The Society's purposes are, to honor those who attain excellence in the study of the Spanish language and in the study of the literature and culture of the Spanish-speaking peoples, honor those who have made the Hispanic contributions to modern culture better known in the English-speaking world, encourage college and university students to acquire a greater interest in and a deeper understanding of Hispanic culture, foster friendly relations and mutual respect between the nations of Hispanic speech and those of English speech, and to serve its membership in ways which will contribute to the attainment of the goals and ideals of the society. Advisor: Paula Straile Costa, office: B-202A, ext. 7195.

Sigma Tau Delta — The purposes of the society are literary, educational, and charitable. It strives to confer distinction for high achievement in the English language and literature in undergraduate, graduate, and professional studies; provide, through its local chapters, cultural stimulation on college campuses and promote interest in literature and the English language in the surrounding communities; foster the discipline of English in all its aspects, including creative and critical writing; promote good citizenship among its members, and exhibit high standards of academic excellence. Advisor: Edward Shannon, office: B-202B, ext. 7425.

Sigma Xi, Scientific Research- the Scientific Research Society, is a national honor society that is dedicated to the encouragement of research in pure and applied science. Election into the society provides recognition of achievements in research and/or promise of future research accomplishments. Advisor: Robert Mentore, office: G-239, ext. 7696.

FRATERNITY & SORORITY LIFE (COLLEGE-REGISTERED)

"Registered" student organizations are defined as "those social and fraternal groups which do not discriminate on the basis of race, religion, disability, and national origins (or other legally impermissible grounds), but do use the exemption provided by Title IX which permits the formation of single sex organizations."

The Inter-Greek Senate (IGS) governs the entire fraternity and sorority system. Membership is required for all Greek letter organizations registered with the College. IGS sponsors numerous educational, social, and athletic programs throughout the school year which strive to promote a sense of unity among the fraternities and

sororities, as well as support the College mission and educate the rest of the community about fraternity and sorority life. There are weekly meeting to discuss on-going events, as well as long-term goals. Advisor: A. Tamika Quick, office: SC-200, ext. 7779.

Students are encouraged to join only organizations registered or recognized by Ramapo College. Those groups not registered or recognized by the College have no affiliation with Ramapo and may subject members to very serious legal liability. Further information can be obtained from IGS or from the Office of Student Development (SC-200).

Fraternity & Sorority Life (College-Registered)

"Registered" student organizations are defined as "those social and fraternal groups which do not discriminate on the basis of race, religion, disability, and national origins (or other legally impermissible grounds), but do use the exemption provided by Title IX which permits the formation of single sex organizations."

The Inter-Greek Senate (IGS) governs the entire fraternity and sorority system. Membership is required for all Greek letter organizations registered with the College. IGS sponsors numerous educations, social, and athletic programs throughout the school year which strive to promote a sense of unity among the fraternities and sororities, as well as support the College mission and educate the rest of the community about fraternity and sorority life. There are weekly meeting to discuss on-going events, as well as long-term goals. Advisor: A. Tamika Quick, office: SC-203, ext. 7779.

Students are encouraged to join only organizations registered or recognized by Ramapo College. Those groups not registered or recognized by the College have no affiliation with Ramapo and may subject members to very serious legal liability. Further information can be obtained from IGS or from the Office of Student Development (SC-200).

INTER-GREEK SENATE MEMBERSHIP (Registered Organizations)

FRATERNITIES:

Name: Alpha Chi Rho

Colors: Red and Gray

Nickname: Crows

National Website: <http://www.portal.alphachirho.org/>

Founded: 1895

Chapter: Xi Chi Phi

Established at Ramapo: 1993

Advisor: Damian J. Pinton

Name: Alpha Epsilon Pi

Colors: Blue and Gold

Nickname: A E Pi

National Website: www.aepih.org

Founded: 1913

Chapter: Rho Sigma

Established at Ramapo: 1991

Advisor: Ed Petkus

Name: Alpha Phi Alpha
Colors: Black and Gold
Nickname: Alpha's
National Website: <http://www.alpha-phi-alpha.org/>
Founded: 1906
Chapter: Iota Rho
Established at Ramapo: 2007
Advisor: Karl Johnson

Name: Alpha Phi Delta
Colors: Purple and White
Nickname: A P D
National Website: www.apd.org
Founded: 1914
Chapter: Gamma Pi
Established at Ramapo: 1989
Advisor: Rosetta D'Angelo

Name: Kappa Sigma
Colors: Red and Green
Nickname: Kappa Sigma
National Website: www.kappasigma.org
Founded: 1869
Chapter: Colony
Established at Ramapo: 2008
Advisor: Alex Olbrecht

Name: Lambda Theta Phi
Colors: Brown and White
Nickname: Lambdas
National Website: <http://www.lambda1975.org/>
Founded: 1975
Chapter: Beta Phi
Established at Ramapo: 2004
Advisor: Linda Diaz

Name: Omega Psi Phi
Colors: Purple and Gold
Nickname: Ques
National Website: www.omegapsiphifraternity.org
Founded: 1911
Chapter: Tau Beta
Established at Ramapo: 2009
Advisor: Monterasia Brown

Name: Phi Kappa Sigma
Colors: Black and Old Gold
Nickname: Skulls or Phi Kaps
National Website: www.pks.org
Founded: 1850
Chapter: Delta Omicron
Established at Ramapo: 2000
Advisor: Rikki Abzug

Name: Psi Sigma Phi
Colors: Black, Silver, and White
Nickname: Phi Man
National Website: <http://www.psisigmaphi.org/>
Founded: 1990
Chapter: Zulu Zeta
Established at Ramapo: 2001
Advisor: Lorne Weems

Name: Tau Delta Phi
Colors: Navy Blue and White
Nickname: Tau Delts
National Website: <http://www.taudelt.net/>
Founded: 1910
Chapter: Delta Iota
Established at Ramapo: 1993
Advisor: Cory Rosenkranz

Name: Tau Kappa Epsilon
Colors: Cherry and Gray
Nickname: TKE
National Website: <http://www.tke.org/index.html>
Founded: 1910
Chapter: Sigma Upsilon
Established at Ramapo: 1992
Advisor: Michael DiBartelomeo

Name: Zeta Beta Tau
Colors: Blue
Nicknames: ZBT
National Website: <http://www.zetabetatau.org>
Founded: 1898
Chapter: Zeta Delta
Established at Ramapo: 1989
Advisor: Marta Vides

SORORITIES:

Name: Alpha Kappa Alpha
Colors: Pink and Green

Nicknames: AKA
National Website: <http://www.aka1908.com/>
Founded: 1908
Chapter: Rho Gamma
Established at Ramapo: 2007
Advisor: Dee Bright Foreman

Name: Beta Kappa Sigma
Colors: Pure Gold, Sterling Silver, and Black
Nicknames: Beta Women
National Website: www.betasigmakappa.net
Founded: 2001
Chapter: Alpha
Established at Ramapo: 2001
Advisor: Nicole Pacheco

Name: Delta Phi Epsilon
Colors: Royal Purple and Pure Gold
Nickname: D Phi E
National Website: www.dphie.org
Founded: 1917
Chapter: Alpha Phi
Established at Ramapo: 1991
Advisor: Ray Rigoli

Name: Lambda Theta Alpha
Colors: Maroon and Gray
Nickname: L T A
National Website: www.lambdalady.org
Founded: 1975
Chapter: MU
Established at Ramapo: 1992
Advisor: Linda Diaz

Name: Lambda Tau Omega
Colors: Royal Blue and Light Grey
Nicknames: L T O
National Website: <http://www.lto1988.org>
Founded: 1988
Chapter: Ever Zeta
Established at Ramapo: 2007
Advisor: Kat Mcgee

Name: Mu Sigma Upsilon
Colors: Baby Blue and White
Nickname: Mu's and MSU
National Website: www.musigmaupsilon.org

Founded: 1981
Chapter: Emeritus
Established at Ramapo: 2000
Advisor: Diana Williams

Name: Omega Phi Chi
Colors: Pink and Black
Nickname: O P C
National Website: www.omegaphichi.org
Founded: 1988
Chapter: Eta
Established at Ramapo: 1999
Advisor: Daniel Jean

Name: Sigma Delta Tau
Colors: Café au Lait and Blue
Nicknames: S D T
National Website: www.sigmadeltau.com
Founded: 1917
Chapter: Gamma Rho
Established at Ramapo: 1991
Advisor: Dorothy Gillman

Name: Sigma Sigma Sigma
Colors: Royal Purple and White
Nicknames: Tri Sigma
National Website: <http://www.sigmasigmasigma.org>
Founded: 1898
Chapter: Eta Nu
Established at Ramapo: 2000
Advisor: Pinar Kayaalp

Name: Theta Nu Xi
Colors: Lavender, Powder Blue, and Black
Nicknames:
National Website: <http://www.thetanuxi.org>
Founded: 1996
Chapter:
Established at Ramapo: 2008
Advisor: Debra Stark

Name: Theta Phi Alpha
Colors: Silver, Gold, Blue
Nicknames: Theta's
National Website: <http://www.thetaphialpha.org>
Founded: 1912
Chapter: Beta Sigma
Established at Ramapo: 1993

Advisor: Jose Vallejo

ACADEMIC AFFAIRS

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

Location: M-100, Extension: 7529

The Division of Academic Affairs oversees all aspects of the curriculum, academic standards, teaching, and learning. Founded on a commitment to the liberal arts, the curriculum is made up of core (commonly called the General Education Program) and programmatic requirements. Lead by the Provost's Office, 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 advisement, registration, first year experience, course scheduling, library services, and graduation application review. The Provost's Office also oversees the five schools of the College as well as several administrative offices. Some of the offices that are of particular interest to students follow:

CENTER FOR ACADEMIC ADVISING, FIRST YEAR EXPERIENCE, & TESTING

Daniel Jean, Director

Location: D-207

Extension: 7441

Academic Advising and First Year Experience

Location: D-207

Extension: 7441

The Center for Academic Advising and First-Year Experience (CAAFYE) provides a comprehensive introduction to the academic and social environment of the Ramapo College community with a focus on the success and retention of all students. CAAFYE provides a wide range of services including New Student Orientation (First Year Students/Transfers/Readmits/Adult Learners/Families), Academic Advisement, Retention Programs, Personal Development Workshops, Family Day, and the administration of specific groups within the MyRamapo/Luminis online community. CAAFYE serves as the primary resource for Academic Advisement for all community members and works collaboratively with faculty and staff in offering optimal services to our students. Appointments for individual advisement sessions can be scheduled for day or evening hours by calling ext. 7441.

The Testing Center

Location: A-218

Extension: 7560

The mission of Ramapo College Testing Center is to assess the academic preparedness of entering first-year students and transfer students in the areas of reading, writing, and mathematics for placement into developmental courses and introductory general education courses in College English and college-level mathematics; to analyze and interpret test data for the College Community; and to provide exceptional and quality testing services to Ramapo College students and to the community outside of the College.

The following testing services are provided through the Testing Center:

- Basic Skills Placement Test ~ ACCUPLACER Online.
- Calculus Placement Test ~ College-Level Math Test (CLM).
- College-Level Examination Program (CLEP).
- Collegiate Learning Assessment (CLA).
- Standards-based Measurement of Foreign Language Proficiency (STAMP).

ACADEMIC MEDIA SERVICES

Jefferson Sampson, Manager

Location: H-205, Extension: 7399

The Department of Academic Media Services includes the Media Center, and the Campus Television network. The Media Center provides all the on-campus Audio/Video needs for academic programs, administrative programs, student clubs, and outside vendors. These services are provided with mobile media carts and media equipped rooms. The available mobile equipment ranges from tape recorders to computer and projector equipped carts for PowerPoint presentations. Media equipped rooms at the low-end are equipped with TV and VCR machines, and at the high-end are equipped with a computer, VCR, DVD, projector, and wall mounted screen, all operated by a single controller. The Media Center is able to help faculty and staff create video productions at all phases (shooting, editing, mastering, and replication). The Center has two digital editing systems for use by faculty, staff, and students. The Media Center also consults with faculty and students about ways to make use of media equipment.

The campus television network RCTV (Ramapo College Television Network) provides 69 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, ESPN, MTV, Telemundo, Univision, and the Weather Channel. The network also provides the CampusVision and RCTV channels which provide locally created content.

ADMISSIONS

Peter Rice, Director

Location: McBride House, Extension: 7300

The Office of Admissions develops and oversees all College recruitment activities. It sponsors programs on-campus such as daily tours, Open Houses, Immediate Decision Days, 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 the state to speak about Ramapo College and the benefits of attending. The office processes and reviews all applications for matriculated admissions for the Spring and Fall semesters and oversees the Ramapo Admissions Student Ambassador Program.

CENTER FOR ACADEMIC SUCCESS

Dr. Albert Romano, Director

Location: E-236, Extension: 7084

The Center for Academic Success (CAS) provides individualized and small group tutorial instruction and support for the reading, writing, mathematics and English as a Second Language studies. The Center is staffed by well-trained peer and professional tutors under the direction of academic discipline coordinators. Tutorial support for General Education courses such as College English, College Algebra, and Math with Applications is available to students. Periodically, tutoring is also offered for finance, accounting, statistics and economic courses. All Writing Intensive (WI) courses, part of the Writing Across the Curriculum (WAC) program, also receive assistance from CAS tutors. The center is open seven days a week for writing, reading and other WI courses, and six days for mathematics assistance, and offers these services free of charge to all Ramapo students.

The two networked, 26 and 28 seat computer labs are used to supplement instruction through scheduled class periods and tutorial sessions. Students may use the two computer facilities on a walk-in basis when classes are not scheduled.

INFORMATION TECHNOLOGY SERVICES (ITS)

George Tabback, Chief Information Officer

Location: E-115C, Extension: 6842

The Information Technology System 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. Specialized hardware and software support courses like those in 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 halls.

Students with problems or questions related to computing and information systems should dial ext. 7777.

EDUCATIONAL OPPORTUNITY FUND PROGRAM

Lorne Weems, Director

Location: D-101, Extension: 7545

The mission of the Educational Opportunity Fund (EOF) Program is to provide support for highly motivated full-time students who exhibit the potential for success, but who come from families/communities disadvantaged by low income and by a lack of the high quality college preparation programs. The EOF program provides the support needed to maintain continued enrollment through graduation. This support includes grants and scholarships minimizing the financial burden of college attendance, and 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 scholarships awarded for the first year through senior years, based on financial need and academic merit.
- Summer session funding for the completion of on-campus course offerings, Study Abroad, domestic or international cooperative education and alternative Spring break programs.
- Cost-free participation in a summer program for first year students who plan to reside on campus and earn college credits prior to the start of the school year while becoming familiar with campus life.
- Coverage of 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.
- A personal Student Development Specialist (Advisor) who serves as an advocate during a student's college stay and whose guidance and support helps student to meet their academic, career, financial and personal goals.
- Learning support courses including college-credit study skill courses, small classes, accessible professors, 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 professional development opportunities, and educational programming addressing work-readiness and career life issues.
- Student recognition events celebrating academic and campus leadership contributions, social/cultural programming fostering a sense of community, and the opportunity to participate in service projects/advocacy campaigns targeting social issues/problems.

ENROLLMENT MANAGEMENT

Christopher Romano, Acting Director

Location: A-234, Extension: 7307

Enrollment Management at Ramapo College is the systematic development of ways to achieve the optimum enrollment for the campus. Consistent with the mission of Ramapo College, optimum enrollment must reflect the desired ethnic diversity and must provide adequate opportunity for success to ensure completion of academic programs. Toward this end, the Vice Provost of Enrollment Management explores and recommends options for recruitment, admissions, retention, and graduation, and works in conjunction with Academic Affairs, Student Affairs, and Chief Planning Office/Administration and Finance in developing strategic and long-range plans for the campus. Enrollment Management encompasses Admissions, Advisement Center, Center for Academic Success, Educational Opportunity Fund, Financial Aid, First-Year Programs, Leadership Education, Placement Testing, and the Registrar.

REGISTRAR

Cynthia Brennnan, Registrar

Location: D-223, Extension: 7695

The Registrar's Office develops Class Schedule and Catalog information, assigns classroom space, and coordinates Web registration, add/drop, on line, and special registration for each semester. Student directory information is controlled and updated in this unit. PINs (Personal Identification Numbers) for active students' access to the Web are provided. Any changes in address, name, status, etc., should be made here. This office processes audit grades, withdrawals, incompletes, grade changes, official and student transcript copies, enrollment verifications, independent study enrollments, graduates students and distributes diplomas.

FINANCIAL AID

Mark Singer, Director

Location: E-209, Extension: 7549

The Financial Aid Office assist 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 Program

Dorothy Gillman, Administrator

Location: E-210, Extension: 7548

The Financial Aid Office administers the Veterans Educational Program. Veterans who are eligible for educational funds through Chapters 32 (VEAP), 31 (VocRehab), 35 (assistance to qualified dependents), 30 (New GI Montgomery Bill), or 1606 (Montgomery Bill-Reservists Educational Program), the Reserve Education Assistance Program (REAP) Chapter 1607, and the new Post-9/11 GI Bill Chapter 33, 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.

COLLEGE HONORS PROGRAM

Director: Dr. Marta Vides Saade, Associate Professor, Law and Society

Location: College Honors Suite, A110, Extension: 7110

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

Mission Statement: 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 join.

Application: Current full-time/four-year Ramapo 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.html>. Good academic standing

alone is not sufficient for admission to the College Honors Program. Self motivated intellectual independence from extrinsic rewards is the distinctive disposition of a College Honors student. For consideration, students should submit their application materials between January 1 and May 31, 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 July. Continued participation in the program is contingent through on-going assessment of coursework, as well as engaged learning and demonstrated commitment to the community and societal impact of his or her work.

Questions: Contact the Director or student members of the Student Executive Board by telephone, email or Live Chat via the website.

CENTER FOR INNOVATIVE AND PROFESSIONAL LEARNING

Rosa Diaz-Mulryan, Assistant Vice President

Location: A-233, Extension: 7370

The Center for Innovative and Professional Learning (www.ramapo.edu/cipl) is leading the College's efforts to implement *new* summer and special programming (both credit and non-credit). Including the development of learning initiatives that generate additional revenue for the College while adhering to the high standards set by existing programs. Examples include nursing contact hours, cpr training, NCLEX-Review (nursing exam), SAT Prep courses, pre-college programs for high school students, certificate and certification programs, one-day workshops on various topics for members of the community, and more.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Rajesh Adhikari, Assistant Director for International Student and Scholar Services

Location: ASB-123H, Extension: 7567

The Office of International Student Services provides a broad range of services including advisement to international students and scholars regarding United States Department of Homeland Security and Department of State regulations and procedures; new international students orientation in spring and fall semesters; referrals relating to personal, social, and academic issues, and a full calendar of social and educational programs of interest to international visitors. The office maintains an open and welcoming environment for students from more than fifty countries.

STUDY ABROAD

Ben Levy, Assistant Director for Study Abroad and Off-Campus Programs

Location: ASB 123E, Extension: 7806

The Study Abroad Office offers a number of international and domestic off-campus courses specifically designed for the needs of Ramapo students. The Study Abroad Office also arranges semester or year-long programs in many parts of the world for Ramapo College students who desire an extended international experience. In consultation with their advisors, students can register for a full schedule of courses that might meet general education or major requirements.

GEORGE T. POTTER LIBRARY

Elizabeth Siecke, College Librarian/Dean

Location: L-Building, Extensions: 7575 (main), 7574 (reference)

The Library supports the College curriculum with materials in all subject areas through a collection of more than 160,000 books and 4,000 DVDs/videos. Other collections include approximately 100,000 online U.S. government documents. More than 80 databases are available to Ramapo users by remote access. Interlibrary loan services are offered to members of the Ramapo community. The Library is open seven days per week during the academic year.

There is a 30 station computer lab for students use and Information Literacy Classroom where research skills classes taught by librarians are customized to individual assignments. There are thirteen laptops for student use and wireless access exists throughout the building. Reference librarians can assist individual students in designing research strategies and locating and using library materials.

LIBRARY BUILDING

First Floor	Book collection A-P, Quiet Study
Second Floor	Information Literacy classroom, Periodicals
Third Floor	Reference Services and collection, Circulation/Reserves Desk, Computer Lab, staff offices, Center for Holocaust and Genocide Studies
Fourth Floor	Book collection Q-Z, oversize books A-Z, U.S. Government Publications and New Jersey Government Documents
Atrium	Tables and chairs, vending machines (drinks & snacks)

To access the Library's Website, go to: <http://library.ramapo.edu/>

SCHOLARSHIP OPPORTUNITIES

Many competitive scholarship programs are available to Ramapo College students.

Merit Scholarships Available 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 are available in the Provost's Office,

Mansion, 1st Floor.

Ramapo College Foundation-Sponsored Scholarships

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 in the Mansion.

The Ramapo College Foundation also facilitates some scholarships awarded by the Office of Enrollment Management for entering freshmen. The Vice Provost for Enrollment Management and her/his staff select students who meet the eligibility criteria.

Recognition for Scholarship Recipients and Donors

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

INSTITUTIONAL ADVANCEMENT

Cathleen Davey, Vice President and Executive Director, RCNJ Foundation

Location: M-106, Extensions: 7611 & 7612

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. The staff works with College officials, the Board of Governors, the Board of Trustees, the Alumni Board, the Parents Advisory Council, and the Friends of Ramapo Board to acquire funds for scholarships, faculty development, cultural programs and college projects.

Alumni, corporate, government, media, and community relations are primary responsibilities of the division. The staff strives to create mutually beneficial partnerships that will enhance teaching and learning, secure donations for both annual and capital needs, and provide strong support for successful fund raising activities.

The Division sponsors a number of activities that are open to students, such as the Summer Concert Series, Senior Gift Drive, representation on the Board of Governors, and the Champagne Toast for graduating seniors and their families. Employment opportunities for students are available in the division as Annual Fund callers and through work study. In addition, the division is resource to students for private scholarships and for Allocations Grants for research or attendance at conferences.

MARKETING AND COMMUNICATIONS

Anna Farneski, Assistant Vice President, Marketing and Communications

Location: D-211, Extension: 7602

The Office of Marketing and Communications oversees College-wide public relations,

publications, marketing, advertising, photography, printing services and the College Web site and Intranet. The office develops public relations, media, marketing, advertising, and other communications strategies for both on- and off-campus projects to generate awareness about and interest in the College, its programs, faculty, and students. The office develops human interest stories, news/media releases, events calendars, and announcements about the College, its members, and campus events. In its “official college spokesperson role,” the office serves as the liaison between College personnel and the press. Students who receive special recognition, honors, or awards should provide their information to the office. If contacted by a reporter regarding a college matter, students should contact the office before releasing any information. The office is also responsible for posting messages on the Route 202 electronic signboard.

EVENTS AND CONFERENCES

Deborah Spina, Manager of Facilities Scheduling/Events and Conferences

Location: D-104, Extension: 7590

The Office of Events and Conferences coordinates all room reservations and logistical support services for administrative, faculty, staff, student, and external use of non-residential, non-classroom indoor and outdoor College space for meetings, social events, entertainment, conferences, etc. This includes scheduling space for student clubs and organizations throughout the campus, including the Berrie Center, the Bradley Sports and Recreation Center, and table space in the Scott Student Center and the Fish Bowl lounge. Available and scheduled room reservations may be viewed on RESSOnline at <http://guide.ramapo.edu/ec/>.

CHIEF PLANNING OFFICE/ADMINISTRATION AND FINANCE

Dr. Dorothy Echols-Tobe, Chief Planning Officer

Location: M-213, Extension: 7621

The Office of the Chief Planning Officer and the Division of Administration and Finance supports the College’s commitment to excellence by providing quality and timely services that assist’s the College in achieving its mission “.....dedicated to the promotion of teaching and learning within a strong liberal arts based curriculum....”

The Division provides administrative and physical infrastructure services encompassing: institutional planning and assessment; institutional research; 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; public safety; Sodexo (the campus dining service), and Follett (the campus store); emergency planning, environmental health and safety; legal services; employee benefits; payroll; legal matters; and collective bargaining issues including local collective bargaining agreement implementation, union negotiations, and grievances for CWA and IFPTE. The following units within this division are of particular interest to students: Public Safety, Facilities, Business Services, Human Resources, Emergency Planning, Environmental Health and Safety, Sodexo (the campus dining service), and Follett (the campus store).

CAMPUS STORE

Vendor: Follett Higher Education Group

Theresa King, Store Manager

Location: Student Center, 2nd Floor, Extension: 7800 or 201.825.8770

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

The Ramapo 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

Locations:

Birch Tree Inn, Scott Student Center, Extension: 7162

Catering Services, Scott Student Center, Extension: 7772

Convenience Store, Trustees Pavilion, Extension: 4446

Curtain Call Café, The Berrie Center, Extension: 7895

Pavilion Dining, Trustees Pavilion, Extension: 7805

The Atrium, Scott Student Center, Extension: 7773

Atrium: The retail (cash) operation features diverse offerings to suit every need. Sky Ranch Grill offers Burgers, chicken, and Portobello cap sandwiches made-to-order. Pete's Arena is a quick service pizzeria serving pizza, breadsticks, stromboli, and calzones. Sub-Connections offers a wide variety of hot and cold subs freshly prepared. Hometown offers hot and cold entrees prepared to order. "Grab and Go" items are also 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. Student and staff may use cash, flex dollars or purchase "Ramapo Dollars" which can be applied to their own personal declining balance account.

Curtain Call Café: This coffee house type café offers an array of made-to-order premium coffee items, "grab and go" items and assorted pastries. Flex Dollars, Ramapo Dollars and cash are accepted at this location.

Birch Tree Inn and Pavilion: These two student 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, 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 Scott 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 food items such as snack, beverages and frozen entrees.

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

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

FACILITIES

Ronald Martucci, Director

Location: Physical Plant, Extensions: 7663 (Office), 7660 (Work Requests)

The Facilities Department is responsible for the maintenance of all buildings and grounds on the campus. Staff clean and provide necessary repairs in the academic and administrative buildings, as well as the residence halls. Staff is also responsible for the set-up and breakdown of spaces used for conferences and special events, and maintain the set-ups in all classroom, lounge, and meeting spaces. This unit also maintains the campus grounds, including the athletic fields. Students are encouraged to e-mail their work requests to: repairs@ramapo.edu.

HUMAN RESOURCES

Beatrice Cronin, Director

Location: D-113, Extension: 7506

The Department of Human Resources provides a broad spectrum of personnel services to faculty, staff and students. The Department handles various aspects of the human resources function, such as benefits administration, management of employee services and records, classification and compensation, administration of bargaining unit contracts, grievances, discipline, staffing, training and ongoing programming for staff development.

ENVIRONMENTAL HEALTH AND SAFETY

Gina Mayer-Costa, Director

Location: Lodge 118, Extension: 7531

The Department of Environmental Health and Safety assists the College in complying with the applicable environmental, safety, and fire regulations. Compliance is achieved through training programs, health and safety worksite inspections, and the input of the campus health and safety committee. Emergency planning and preparedness is an ongoing activity that the Department of Environmental Health and Safety is also actively involved with.

PUBLIC SAFETY

Vincent Markowski, Director

Location: C-102, Extension: 7786

Campus Public Safety 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. Students are encouraged to report all crimes – actual, attempted, or suspected – as well as any other emergencies.

Ramapo Public Safety Officers are not police officers and do not have arrest powers, but will notify and assist the Mahwah Police Department in all criminal matters that require their intervention and expertise. The Ramapo Public Safety Office has a direct hotline to the Mahwah Police Department, who responds quickly to the College when requested. In addition to being trained in campus Public Safety procedures, Ramapo Public Safety Officers have had First Aid, CPR, and defibrillator training as well as training in dealing with a diverse student population. The Public Safety Department maintains statistics on all reported campus crimes in compliance with the Jeanne Clery Disclosure of Campus Public Safety Policy and Campus Crime Statistics Act and publishes a yearly report that is available in public places throughout the campus and online.

Students can obtain parking permits and decals as well as identification cards in this office. The College's Lost and Found is also housed in the Public Safety Office.

COLLEGE POLICIES AND PROCEDURES

Academic Integrity

Every member of the Ramapo community is 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 must be avoided. There are four broad forms of academic dishonesty.

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 are:

- Copying from another student's work
- Allowing another student to copy your work
- Using unauthorized materials such as a textbook or notebook 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 authority.

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 references; 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 uses facts, statistics, or other illustrative material taken from a source, unless the information is common knowledge.

Academic Misconduct includes the alteration of grades, involvement in the acquisition or distribution of unadministered tests, and the unauthorized submission of student work in more than one class. Examples of academic misconduct are:

- Changing, altering, falsifying, or being the accessory to the changing, altering, or falsifying of a grade report or form, or entering any College office or building for that purpose
- Stealing, buying, selling, giving away, or otherwise obtaining all or part of any unadministered test or entering any College office or building for the purpose of obtaining an unadministered test
- Submitting written work to fulfill the requirements of more than one course without the explicit permission of both instructors.
- Discarding policies governing use of human subjects or animals in research.

Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive. Examples of fabrication are:

- Citation of information not taken from the source indicated
- Listing of sources in a bibliography or other report not used in that project
- Altering, stealing and/or falsifying research data used in research reports, theses, or dissertations.
- Submission as one's own of any academic work prepared in whole or in part by others
- Taking a test for another person or asking or allowing another to take a test for you
- Falsifying information or signatures on registration, withdrawal, or other forms

Reporting Violations

To ensure due process, any member of the Ramapo community who is aware of violations of the College's academic integrity policy is urged to report the incident to the Office of the Provost. Faculty members are also instructed to report any violations of the policy to the Office of the Provost rather than adjudicate the charges themselves. After consultation concerning the viability of the charge and evidence, the adjudication process will follow.

Adjudication Process

Once the violation is reported to the Office of the Provost, the person charged will be notified in writing of the charge. The student will be notified of the nature of the charge and will be provided an opportunity for a hearing either before a designated hearing officer of the College or before the College Judicial Board. The type of hearing will be determined by the Provost. In most cases, a hearing officer will be assigned by the Provost and a disciplinary conference scheduled. However, cases will be sent to the College Judicial Board when a past history of similar charges exists or where the violation is egregious (e.g., the stealing of an exam). In such cases, the penalty for a guilty finding could include suspension or expulsion from the College. A Judicial Board hearing is required under the provisions of the College Code of Conduct.

Final Grades – When a student is suspected of academic dishonesty and the case is not adjudicated prior to the official submission of final grades to the Registrar's Office, a "Z" grade will be assigned by the instructor for the course involved, using a "Z" grade form.

The following describes the individual hearing processes for violations of academic integrity:

Disciplinary Conference – The procedures and procedural protections provided in this Catalog and the Student Handbook will apply. Both the complainant and the person charged will have an opportunity to appear before the hearing officer.

Judicial Board – The procedures and procedural protections provided for in the Catalog and Student Handbook will apply. Charge letters will clearly indicate there is no option regarding the type of hearing. In certain cases where the mental or physical health of the person charged may be seriously affected by the public proceedings of the Judicial Board, a request for adjudication by private proceedings of the Judicial Board may be made in writing to the Provost. The decision to grant such a request lies solely with the Provost. All information pertaining to the case will be made available to the Judicial Board for review by the Provost's Office. (Note: In a Judicial Board proceeding, the complainant must appear to present the complaint. Only under the most unusual of circumstances would a notarized statement of complaint be allowed to serve in the place of the complainant.)

Sanctions – In the case of a guilty finding after a disciplinary conference, penalties may range from an official warning or receipt of a failing grade on the suspicious paper or project, to a failure for the course. A student may also be penalized by being placed on disciplinary probation. The Judicial Board may impose the same penalties, suspension for a specified period, or expulsion from the College.

Appeal Procedures – Persons found guilty of violations of academic integrity may appeal the decision either of a hearing officer or the College Judicial Board to the Provost, if certain circumstances exist. In the case where an appeal is filed, the imposition of the sanction may be delayed upon the written request in the appeal letter for such action. The decision on the delay is solely at the discretion of the Provost.

The following procedures apply to appeals:

- Appeals must be submitted in writing to the Office of the Provost/Vice President for Academic Affairs within seven (7) 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.
- Appeals shall be decided only upon the record of the original proceeding and upon the written letter of appeal. Reversals of decisions will occur only as follows:
 - if sanctions are found to be grossly disproportionate to the offense,
 - if specific procedural errors or errors in interpretations of College regulations were substantial, or
 - if new and significant evidence becomes available which could not have been discovered by a properly conducted investigation prior to or during the original hearing.

Retention of Records – The case files of any person found guilty of any charges will be retained as a disciplinary record for five years after graduation or termination from Ramapo in the Offices of the Provost and Student Affairs. Such records may be retained for longer periods of time or permanently, if so specified in the letter of finding. If the person charged is found innocent, records of disciplinary charges in the case will be voided.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Ramapo College of New Jersey supports the protections available to members of its community under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments (ADAA) of 2008.

To arrange classroom and testing accommodations, students with documented physical, learning, and/or psychological disabilities need to register with the Office of Specialized Services (OSS), which facilitates equal access to the programs and activities at Ramapo College in compliance with Section 504 and the ADA. Students must initiate contact with the Office of Specialized Services to request appropriate accommodations through this office. Comprehensive documentation of a disability from a physician, psychologist, learning disability specialist, or other qualified specialist must be provided to establish eligibility and determine which academic adjustments or other accommodations are appropriate for each student. Students whose disability affects their ability to participate in classes due to medical complications may be eligible for a class withdrawal beyond the regular student withdrawal date.

Any student with a disability who believes he or she has been the victim of discrimination should refer to the Ramapo College of New Jersey Policy Prohibiting Discrimination, Harassment, or Hostile Environment published in this Student Handbook for resolution of a grievance.

AIDS/HIV

The College adheres to Federal and State laws regarding the treatment of persons with AIDS, or HIV.

ALCOHOL AND OTHER DRUG POLICY

Ramapo College of New Jersey is committed to providing a safe and healthy learning environment for all its members and one that maximizes the academic and social development of its students. The College believes that the health and safety of all its members, and especially the academic and social development of its students, is negatively affected by the use of illegal drugs and the abuse and improper consumption of alcohol. It affirms specifically that all students have the right to engage in academic and extracurricular activities without interference from others under the influence of alcohol and/or other drugs. In addition, unlawful and abusive use interferes with the mission of the College in its goals of teaching and learning and through the consequent costs due to crime, property damage, and other risky behaviors. The purpose for this Policy on Alcohol and Other Drugs is to define and communicate to all members of the college community acceptable and unacceptable behavior with regard to alcohol and other drugs and the sanctions for policy violations.

Alcohol Laws

As of January 1, 1983, New Jersey state law prohibited 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 mistakes his/her age, or a person of legal age who purchases alcohol for an underaged person 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 underaged 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 – Under a 1984 New Jersey Supreme Court decision, Kelly vs. Gwinnell, a host or hostess who serves alcoholic beverages to a guest, knowing that the guest is intoxicated and will soon be driving, can 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:

 - 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 7-12

months; 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.

- For a second offense, there are additional fines and charges of at least \$720; loss of license for 2 years; a requirement to perform 30 days of community service and to spend 48 hours in an Intoxicated Driver Resource Center or jail. Also, there is a possible 90-day jail term.
 - For a third offense, additional fines and charges of at least \$1,220; loss of license for 10 years; 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.
 - 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 drivers 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 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 or person 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

- A. This policy applies to all members of the Ramapo College community and to those who rent or otherwise use space here. It details the Policies and Procedures in force when a sponsoring group wishes to sell or serve alcoholic beverages.
- B. If alcohol is to be served and no money is to change hands, only a College Alcohol Permit is required. A copy of the policy must be obtained in the Office of Events and Conferences (D-104). Sponsors must pick up signed permits in the Office of Events and Conferences where event arrangements will be finalized. All events at which alcohol is to be sold or served must be reviewed by either the College Wide Events Committee or, as appropriate, the Major Events Committee. The Office of Events and Conferences will receive written approval from the Student Affairs Division before any student-sponsored event involving alcohol is approved.
- C. 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 Alcohol and Beverage Commission must be submitted to the Manager of Facilities Scheduling/Events and Conferences at least 24 hours before the event. Details about how to apply for this permit are available in the Office of Events and Conferences.
- D. 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.
- E. 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.
- F. 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 server anyone who appears intoxicated.
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 will be further identified through a computer print-out containing current students' names, student identification numbers, and birth dates. Before obtaining wristbands which authorize students to purchase/consume alcohol at the event, students must sign a statement acknowledging that they have read an attached summary of major rules governing events at which alcohol is served or sold.

- H. Student guests who are not Ramapo College students and wish to attend a College event at which alcohol is to be dispensed/sold, must be hosted by a Ramapo student with a current valid College ID. The host must be present at the time the guest wishes to enter the event and understand that he/she will be held responsible for the actions of the guest. Hosted guests must present two forms of identification, including one with a photograph and date of birth, and print and sign their names on the list at the entrance to the event. The Ramapo College host will be required to legibly sign the list next to the guest's name.
- I. 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.
- J. Ramapo College professional staff, and/or Public Safety and/or police personnel must be present at all events at which alcohol is served or sold.
- K. 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.
- L. 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.
- M. No student activity fee money may be used for the purchase of alcoholic beverages.
- N. 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.
- O. 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.).
- P. 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 members of the Bartender's Guild, Ramapo College 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/drunk and whose behavior is disruptive may have charges filed against them for violations of the College 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 Halls (Living Units)

- 1. Alcohol is not permitted within Pine, Linden, Pamela M. Bischoff Hall (Bischoff Hall), Nancy Mackin Hall (Mackin Hall), The Overlook, assigned "dry" living units in Laurel Hall, or other designated "dry" living units in The College Park Apartments or

- 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 “wet” or “dry.”
 3. Alcohol containers and paraphernalia, including but not limited to empty cans, bottles and cartons, are not permitted as room decorations in any "dry" 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 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 will be considered the hosts. 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 may 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 or activities that encourage excessive drinking or the serving of alcohol that leads to the endangerment of an individual’s well being or to clear 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 hospital expenses are the student’s responsibility.

To help students understand what is and what is not permitted under the Alcohol in College Residence Halls Policy, the following examples are given as guidelines. This list is not meant to be descriptive of all possible situations.

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.

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 a “wet” 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 consumptions of alcohol.
- Permit underage persons to possess or be in the presence of alcohol in their room/apartment.
- Possess alcohol or alcohol displays within Pine, Linden, Bischoff Hall, Mackin Hall, The Overlook, assigned "dry" living units in Laurel Hall, or any other designated “dry” living units.

Persons twenty-one and older MAY:

- Consume alcohol in their living unit when the living unit is designated as “wet”.
- Consume alcohol in another “wet” 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 “wet” 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, OCAs, RAs or CAs are called to the scene. This 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. College staff are not qualified to operate such equipment.

Minimum Recommended Sanctions For Alcohol Violations

1st violation – not less than a \$100 fine, attendance at Checkpoint (an alcohol education program) or completion of Innerview (an on-line alcohol education program) and possible Parental Notification (refer to Parental Notification policy printed in the Student Handbook).

2nd violation – not less than a \$200 fine, Parental Notification, attendance at Checkpoint, Residence Probation and possible Suspension of Activities Privileges.

3rd violation – not less than a \$400 fine, 10 Community Restitution hours, Parental Notification, referral to the Counseling Center for a Substance Abuse Assessment and possible outside treatment, Disciplinary Probation, Suspension of Activities Privileges, Loss of Campus Housing and possible Suspension from College.

4th violation – Suspension from the College and Parental Notification.

If at anytime a student’s consumption of alcohol resulted in serious danger to him/herself or others, the student may be referred to the Center for Health and Counseling Services for a mandatory individual assessment.

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 present demeanor and 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.

Drug Policy

Violations of College rules 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 judicial system of 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, students’ receipt of financial aid will be negatively affected as called for by law.

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

Minimum Recommended Sanctions For Drug Policy Violations

Drug Possession

1st violation - not less than \$200 fine, 20 Community Restitution hours, Parental Notification, formal drug assessment through Center for Health and Counseling Services, possible Suspension of Activities Privileges, possible Loss of Campus Housing and possible Suspension from College

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

Distribution of Drugs (Without Intent of Financial Gain)

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

2nd violation - Parental Notification and Expulsion.

Distribution of Drugs (With Intent of Financial Gain)

1st violation – Parental Notification, and Expulsion.

Factors to be considered in deciding sanctions shall include present demeanor and 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.

Parental Notification for Student Violations of the Alcohol and Other Drugs 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 Judicial Affairs will notify parents/guardians of students under 21 years of age when a student is found responsible¹ 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 behavior²;
- 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.

BEHAVIORAL INTERVENTION TEAM

Mission: The mission of the Behavioral Intervention Team (BIT) is to coordinate the support services of Ramapo College of New Jersey (RCNJ) to assist students in achieving their academic pursuits and in promoting their health and well-being.

Purpose: The purpose of the Team is to serve as a central network focused on prevention and early intervention in college situations involving students experiencing serious distress or engaging in harmful or disruptive behaviors. The Team will develop strategies for and provide consultations to the college community when concerns arise about students' well-being or when there is behavior that is potentially harmful to self and/or others or is disruptive/ threatening. The team will take actions to prevent violence on campus and mobilize resources to protect the community. This Team will regularly assess these situations in the college community and will recommend actions in accordance with existing college policies.

Reporting a Student of Concern: Important information relating to the Behavioral Intervention Team and reporting a student of concern is located on the website: <http://www.ramapo.edu/students/bit.html>

¹ Please Note: Parental notification will only take place after all possible appeal processes have upheld the finding of responsibility for the offense.

² 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.

You can reach the team via e-mail at bit@ramapo.edu or report a student of concern directed to the Chairperson of the team, Melissa Van Der Wall; Director of Judicial Affairs, Office C-216, 201.684.7869.

GOOD SAMARITAN POLICY

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

Philosophy Statement: We take pride in the partnership that exists between students and the officials who respond to emergency situations. The health and safety of our students as it relates to critical incidents regarding alcohol 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. Emergency, 911. Department of Public Safety, X6666

Students are reminded that the Silent Witness option on the Department of Public Safety website (<http://www.ramapo.edu/facultystaff/publicsafety/index.html>) can be used to report risky and dangerous behaviors; however, this method of communication should not be used when the issue demands immediate action.

Some Examples:

- A student is apprehensive to call for help because he/she has consumed enough alcohol (or other drugs) to be considered to be in an intoxicated state in violation of laws and/or campus rules.
- A student is reluctant to call for help for another student who is unconscious, unresponsive, or violently vomiting due to intoxication.
- A student is hosting a social gathering where alcohol was available. An attendee at the gathering is intoxicated and in need of medical attention.
- A student is attending a social gathering where alcohol was 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 applies to students who seek medical attention for themselves or students seeking help for another intoxicated individual.
- The Good Samaritan Policy will apply should the responding officials deem it necessary or unnecessary for the individual to be transported to the hospital. Medical attention also includes an assessment by first-responders.
- Other violations of the Code of Conduct documented, including but not limited to: the threat of harm to self/others, damage to College property, violations of the College Hazing Policy or sexual victimization may be referred to Judicial Affairs for review and possible judicial action or action through the Center for Health and Counseling Services. In other words, other conduct violations associated with the incident may NOT be granted amnesty.

- Information concerning those who receive medical attention and/or are transported to the hospital will be recorded by the responding College officials as is always the case. In other words, there will never be an incident that transpires “off the record.”
- 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 judicial outcomes. The incident does not become recorded on the student’s official disciplinary record in Judicial Affairs. A record will exist in Judicial Affairs 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: 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 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.
- The student may be Interim Suspended from the College or Residence Areas at the time of the incident and be required to appear before the Associate Vice President for Student Affairs (or designee) before they are reinstated as a student at the College. Interim Suspensions, in and of themselves, are not part of a student’s disciplinary record.
- The College reserves the right to review each occurrence on a case by case basis.

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

Provisions: This policy is in place to provide help and support for the health of our 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 those attending social gatherings. In other words, repeat offenders may have their cases referred to Judicial Affairs for a formal disciplinary review.

Whether or not a case qualifies for amnesty is the decision of the Director of Judicial Affairs (or designee) after a full review has been conducted. 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 amnesty at the time of the incident.

Whether or not a case qualifies for amnesty is the decision of the Director of Judicial Affairs (or designee) after a full review has been conducted. 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 amnesty at the time of the incident.

ANTI-DISCRIMINATION POLICY

I. Ramapo College of New Jersey Student Conduct Policy Prohibiting Discrimination, Harassment, or Hostile Environment

(a) The State of New Jersey is committed to addressing discrimination or harassment by students or against students within the college environment. Under this policy, students are prohibited from engaging in all forms of discrimination/harassment that are sufficiently severe, pervasive, and objectively offensive so as to substantially disrupt College operations, or materially limit another student's ability to participate in or to receive the benefits, services or opportunities of the college based upon the following protected categories are prohibited and will not be tolerated; 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.

(b) Applicability

Discrimination/harassment undermines the integrity of the academic environment and prohibited by the New Jersey Law against Discrimination and federal civil rights laws. Thus, this policy applies to protect all students from discrimination or harassment by others at the college, including students, faculty and staff members, vendors and contractors. However, this college 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, or the First Amendment to the U.S. Constitution. This policy applies to both conduct that occurs in the college, and conduct that occurs at any location, which can be reasonably regarded as an extension of the college. (i.e., any field location, any off-site college-related social function, or event, or any facility where State business is being conducted and discussed).

II. PROHIBITED CONDUCT

a. Defined

It is a violation of this policy for a student to engage in conduct relating to any of the protected categories outlined in paragraph (I) (a) which is sufficiently severe, pervasive, and objectively offensive so as to substantially disrupt college operations or materially limit another student's ability to participate in or to receive the benefits, services or opportunities of the college. Harassment or the creation of a hostile environment can occur even if there was no intent on the part of an individual to harass or demean another.

Examples of Behaviors By a Student That Violate This Policy Include, But Are Not Limited To:

- Substantially disrupting, limiting or denying another individual's ability to participate in, or benefit from college activities because of the individual's race, color, national origin or other protected category, or because an individual has the physical, cultural or linguistic characteristics of a certain racial, religious or other protected category.
- Substantially disrupting, limiting or denying another individual's ability to participate in, or benefit from college activities because of marriage or partnership status to, or association with, persons of a certain racial, religious, or other protected category; or due to the individual's membership in, or association with, an organization identified with the interests of a certain racial, religious or other protected category; or because an individual's name or spouse's/partner's name is associated with a certain racial, religious or other protected category.
- Engaging in threatening, intimidating, or hostile acts or communications targeted towards another individual or group in the college because that individual or any group member belongs to, or is associated with any of the above protected categories.

b. Third Party-Harassment

Third-party harassment is severe, pervasive and objectively offensive behavior by a student involving any of the protected categories outlined in paragraph (I)(a) that is not directed at an individual but which substantially disrupts college operations or materially limits an individual's ability to engage in the teaching and learning functions of the college. Third-party harassment based upon any of the protected categories is prohibited by this policy.

c. Sexual Harassment in the Workplace

It is a violation of State policy for college employees to engage in sexual harassment of any kind (including hostile environment harassment, quid pro, quo harassment or same-sex harassment) which violates the State's Policy Prohibiting Discrimination in the Workplace. The State Policy is a zero tolerance policy with respect to employees' conduct in the workplace. Sexual harassment in the workplace, with or without sexual conduct, is defined by the U.S. Equal Employment Opportunity Commission Guidelines to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by an employee in the workplace.

Examples of Behaviors By A State Employee That Violate The State Policy Include, But Are Not Limited To:

- An employee makes submission to verbal or physical conduct of a sexual nature either explicitly or implicitly a term or condition of a student's academic evaluations receipt of other college services or participation in extracurricular activities.
- An employee uses submission to, or rejection of verbal or physical conduct of a sexual nature by an individual as the basis for academic decisions, extracurricular participation or receipt of college services affecting such individual.
- An employee's conduct has the purpose or effect of unreasonably interfering with an individual's academic or extracurricular performance or receipt of college services or creating an intimidating, hostile or offensive academic environment.
- An employee suggests or implies that failure to accept a request for a date or sex would result in an adverse consequence with respect to any practice such as academic performance evaluations or participation in extracurricular activities.
- An employee engages in unwanted physical contact as intentional touching, grabbing, pinching, brushing against another's body, or impeding or blocking movement, not for pedagogical or public safety reasons.
- An employee uses college property or equipment to communicate verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mails, text messages, invitations, gestures or inappropriate comments about a person's clothing, in the workplace, not for pedagogical reasons.
- Leering at a student's body, sexual gesturing, displaying sexually suggestive material, objects, cartoons or posters in the workplace, not for pedagogical reasons.
- Explicit or implicit suggestions of sex by a faculty or staff member in return for a favorable academic action such as preferential grading, receipt of college services or participation in extracurricular activities.
- An employee continues to engage in behaviors of a sexual nature in the workplace after an objection has been raised by the target of, or a witness to, such inappropriate workplace behavior.
- The employee's display of sexually suggestive material on a bulletin board, on a locker room wall, on a screen saver, or elsewhere in the workplace, not for pedagogical reasons.

Consensual Relationships

Consensual relationships are defined as sexual relationships between two people, one of whom is in a supervisory or instructional position over the other.

A supervisory staff or faculty member who engages in consensual relationships with a student or supervisee should be aware that they may be liable for formal disciplinary action. Even if both parties have consented to the relationship, it is the supervisory staff or faculty member who, by virtue of their power and responsibility, will be held accountable for unprofessional behavior that may result.

Moreover, other students may be affected by the personal relationship because it places the staff or faculty member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

Where a professional power differential exists, staff/faculty must realize that if a charge of sexual harassment is lodged, it may be exceedingly difficult to defend on the grounds of mutual consent. Voluntary consent by the student/subordinate in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship.

Faculty and staff who have no current professional responsibility for a particular student should be sensitive to the constant possibility that they may be unexpectedly placed in a supervisory position over the employee/students with whom they have a personal relationship.

Prohibitions:

1. No faculty member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course. No faculty/staff member shall have an amorous relationship with a student over whom the faculty/staff member has the power to penalize or reward.
2. A staff/faculty member must withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff/faculty member has or has had an amorous relationship.

Student Responsibilities

Any student who believes that she/he has been subjected to any form of prohibited discrimination/harassment, including sexual harassment, or who witnesses others being subjected to such harassment or discrimination is encouraged to promptly report the incident(s) to a supervisor, manager or the Office of Affirmative Action and Workplace Compliance, or any other person designated to receive discrimination complaints. All students are expected to cooperate with the investigation. Failure to cooperate in an investigation may result in disciplinary action.

Faculty/Staff Responsibilities

Faculty/Staff should make every effort to maintain an environment that is free from any form of prohibited discrimination/harassment. Faculty/staff and/or supervisors are expected to take all allegations of discrimination/harassment, including sexual harassment, seriously, and to immediately refer the matter to the individual(s) responsible for receiving such complaints. All complaints will be reviewed and prompt and appropriate action will be taken to address any substantiated claim.

Dissemination

The College will annually disseminate this policy through the Student Handbook or its addendum and through the College's Website. This policy is applicable to the Ramapo College community.

Complaint Process

Each State entity shall follow the State of New Jersey Model Procedures for Processing Internal Complaints Alleging Discrimination, Harassment or Hostile Environments with regard to reporting, investigating, and where appropriate, remediating claims of discrimination/harassment. (See procedures below.) Each State entity is responsible for designating an individual or individuals to receive complaints of discrimination/harassment (including sexual harassment), investigating such complaints, and recommending appropriate remediation of such complaints. At Ramapo, that person is the Director of Affirmative Action and Workplace Compliance. Her office is in M-201, extension number 7656.

In addition to the Equal Employment Opportunity/Affirmative Action Officer, each State entity must designate an alternate person to receive claims of discrimination/harassment. At

Ramapo, that person is the Director of Human Resources. Her office is in D-113, extension number 7506.

All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all persons involved. The investigations shall be conducted in a prompt, thorough and impartial manner. The results of the investigation shall be forwarded to the President to make a final decision as to whether a violation of the policy has been substantiated. Prompt remedial action will be taken when appropriate. At Ramapo, persons who have a “professional need to know” the results of a college investigation and/or any remedial actions that must be taken, will be officially notified.

The remedial actions taken may include counseling, training, intervention, mediation, and/or the initiation of disciplinary action, up to and including termination of student status.

Each State entity shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate. (See provision regarding Confidentiality below.)

Complaint Procedure

This complaint procedure is applicable for all incidents of discrimination, including sexual harassment, workplace harassment, and of violations of the Americans with Disabilities Act (ADA).

Students are encouraged to promptly report all alleged incidents of discrimination (including sexual harassment, workplace harassment, and the ADA) to the Affirmative Action and Workplace Compliance Office between 8:30 a.m. and 4:30 p.m. (Room M-201, extension number 7540.) Complaints can also be sent via certified mail. The Affirmative Action Officer shall date the complaint on receipt.

When to File a Complaint

It is requested that the Complaint be filed within forty-five (45) calendar days, or sooner, when the aggrieved should have had constructive notice of an occurrence.

Who Can File a Formal Complaint

Students and others who are aggrieved by conduct which violates the Ramapo College policy prohibiting discrimination (hereinafter The Policy).

The Complaint must be in writing and include:

1. Complainant’s name and address
2. Accused name and address
3. Counsel’s name and address (if applicable)
4. The nature of the Policy violation
5. Preliminary facts alleged; dates and times of specific incidents
6. Names, addresses and phone number(s) of witnesses
7. The date of the Complaint
8. Remedy sought

The complainant must sign the complaint

Role of Director of Affirmative Action and Workplace Compliance

1. The Director will notify the complainant in writing when the investigation has commenced.
2. The Director shall be available to answer the Complainant's questions regarding options available under this Policy.
3. The Director shall notify the parties that the investigation has concluded, normally within a maximum of 60 days.

The Investigation:

1. The Director will investigate to determine if sufficient evidence exists that a violation of the Policies has occurred.
2. The investigation will include interviewing the complainant, the accused, and others who may have information relevant to the complaint.
3. The investigation will commence no later than ten (10) days after the initial complaint has been filed.
4. The complainant may be accompanied by a colleague, peer, friend, or representative in any discussions relating to the investigation of a formal complaint. The accused may similarly be accompanied by an advisor.
5. After interviewing those involved and reviewing pertinent evidence or documents, the Director will analyze the facts relating to the issues in contention and make a decision based on the facts and evidence.
6. The findings of the Director will be forwarded to the President.
7. The findings will include the following:
 - a. A synopsis of the complaint.
 - b. A complete listing of the facts.
 - c. Conclusions drawn from the evidence and the facts.
 - d. Recommended action.

Role of the President

Within fifteen (15) working days of receipt of the findings and recommendations from the Director, the President may in writing:

1. Accept the recommendation of the Director;
2. Accept the findings of the Director and modify the recommended sanction;
3. Dismiss the case based upon the presented record.

In all cases, the President may confer with the Director regarding his/her decision. The accused shall have the right to respond to the President's decision in writing or in person.

Prohibition Against Retaliation

This policy prohibits retaliation against any person who either: (1) alleges that she or he was the victim of discrimination/harassment; or (2) who provides information during the course of an investigation into a claim of discrimination/harassment. No person bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy, shall be subjected to adverse consequences based solely upon such involvement.

Appropriate administrative and/or disciplinary action, up to and including termination of student status, will be taken against any individuals who are found to have retaliated against a complainant, witness, or participant involved in an investigation.

Examples of Behaviors That May Constitute Retaliation In Violation Of This Policy Include, But Are Not Limited To:

- Removing someone from class or a sanctioned college activity or refusing them a normal college service for filing a complaint of discrimination, participating in an investigation, or objecting to an unlawful activity prohibited by this policy.
- Failing to give appropriately earned grades or other credit for extracurricular participation to someone because they filed a complaint, or participated in an investigation.
- Suddenly altering an academic assignment or the conditions of an extracurricular activity or the provision of a normal college service for reasons other than legitimate business reasons.
- Unwarranted disciplinary action or the threat thereof.
- Defaming an individual for filing a complaint or participating in an investigation

False Accusations and Information

A student who knowingly makes a false accusation of prohibited discrimination/harassment, or who knowingly provides false information in the course of an investigation of a complaint, may be subjected to administrative and/or disciplinary action, up to and including termination of student status (i.e. suspension or expulsion). Complaints made in good faith, however, even if found to be unsubstantiated, will not be considered a false accusation.

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. In 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 (before a final report is made to the President) if immediate or temporary actions must be taken to ensure the safety or well-being of any party to the complaint or to sustain the integrity of the investigation.

Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of student status.

Administrative and/or Disciplinary Action

Any student found to have violated any portion(s) of this policy may be subjected to appropriate disciplinary action which may include, but is not limited to: referral for an educational program, referral for counseling, written or verbal reprimand, probation, suspension, or expulsion.

COMPLAINTS AGAINST COLLEGE EMPLOYEES INVESTIGATIONS PROCEDURE³

Student Non-Academic Complaints

Student complaints about employees concerning non-academic issues will be investigated by the Director of Affirmative Action and Workplace Compliance. When necessary, the parties and witnesses will be interviewed and documents reviewed. These complaints must be filed within 45 days from when the student knew or should have known of the incidents' occurrence. Within 30 calendar days of the case being reported to Affirmative Action and Workplace Compliance, the initial investigation will be completed. A report of the investigation, including a recommendation for resolution of the issue, will be prepared by the Director of Affirmative Action and Workplace Compliance within 10 days of the conclusion of the investigation. Cases not resolved at this level will go forward to the Vice Presidents' Committee, composed of the Provost, the Vice President for Administration and Finance, and the Associate Vice Presidents for Student Affairs, or their designees, and the Director of Affirmative Action and Workplace Compliance.

Appeals of the decision at the Affirmative Action and Workplace Compliance level may be made only by the faculty or staff member being charged with misconduct and not by the complainant. Appeals must be filed with the next level of review, the Vice Presidents' Committee, within 10 days of receipt of the report with a copy to the Director of Affirmative Action and Workplace Compliance.

If the case is not resolved at the first level, a meeting of the Vice Presidents' Committee will be convened within 10 days of the request for an appeal. The report and recommendation of the Director of Affirmative Action and Workplace Compliance will be considered. The Committee may investigate the case further if necessary. Committee members will make their recommendation, which will be put in writing and sent to all affected parties, no later than 10 days after the meeting, or the conclusion of the investigation, if necessary.

Appeals of the decision at the Vice Presidents' Committee level may be made only by the faculty or staff member being charged with misconduct and not by the complainant. Appeals must be filed with the next level of review, the President, within 10 days of receipt of the Committee's recommendation, with a copy to the Vice Presidents' Committee. The President will review the case and make a final recommendation within 15 days of receipt of the appeal.

Sanctions imposed can include, but are not limited to, warnings, reprimands, suspensions, and terminations. If a suspension or termination of a tenured faculty member is contemplated, the provisions of N.J.S.A. 18A will apply.

CANDLE POLICY

³ This procedure may not be used to super-cede other existing policies or procedures such as the Anti Discrimination Policy (Ramapo College of New Jersey Policy Prohibiting Discrimination, Harassment, or Hostile Environment), or questions of academic assessment.

Purpose: In order to minimize the possibility of a fire occurring due to the use of candles at Ramapo College, the following policy has been adopted:

Residence Halls

The use of candles (including birthday candles), incense or similar items with open flames is prohibited in all Residence Halls (including apartments). Exceptions are made for students celebrating religious festivals and can be requested through the Office of Residence Life. Candles may be used in other campus buildings for special purposes as outlined below. Candles may only be used in areas protected by sprinklers.

Dining Areas

- Candles may be used on dining and serving tables only when they conform to the following provisions:
- Candles must be securely mounted in suitable fireproof holders, which prevent tipping and contain melting wax. The device or holder must return to an upright position after being tilted to an angle of 45° (e.g. glass spheres commonly used in restaurants).
- The flame must be covered by a fireproof shade or chimney, which is securely fastened to the holder (e.g. a glass hurricane shade).
- The flame must be enclosed except for an opening at the top such that a single layer of tissue paper placed on top will not ignite in 10 seconds.
- No combustible materials may be attached to, or in close proximity with, the candles while burning. This includes natural greenery and other decorations.
- Ignited candles may not be left unattended.

Religious Services

Candles may be used for religious services as long as their use conforms to the following:

- Burning candles must be securely placed in suitable fireproof holders designed for this purpose (e.g. metal candlesticks, menorah or similar holder).
- Burning candles may not be left unattended.
- If candles are to be held in the hand while lit, the provisions for the section concerning “Candlelight Services” must be followed.

Candlelight Services

Hand held candles may be used for special services as long as they conform to the following:

- Only “drip-less” type candles may be used as hand held candles.
- Drip protectors/guards must be attached to all hand held candles.
- Hand held candles must be extinguished before being set down in any way.
- Candles will be extinguished before exiting the function room.

Suitable fireproof receptacles must be provided for disposing of the extinguished candles after the event. An example of a fireproof receptacle is an outside cigarette receptacle. This type of receptacle can be requested in the Candle Registration Form.

Candle Registration Form: Must be completed and submitted at least two weeks prior to the event where candles will be used. These forms are available in Facilities and the Scott Student Center office (SC-200). You can find this form by going to the following link:

[http://ww2.ramapo.edu/libfiles/HR/Environmental Health and Safety/Candle%20Request%20Form.pdf](http://ww2.ramapo.edu/libfiles/HR/Environmental%20Health%20and%20Safety/Candle%20Request%20Form.pdf)

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 Pledge's 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 Pledge's 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 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 pledge 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."

Examples of Hazing:

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.

- 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 the ingestion of any substance i.e., spoiled food, drink, concoctions, water, hot sauce
- c. Prolonged exposure to the elements
- d. Physical assault/harassment i.e., branding, blindfolding or hand-tying, beating
- e. Requiring dietary intake in any way i.e., food restrictions, limitations, designating diet, healthy or otherwise
- f. Conducting activities that do not allow adequate time for study or sleep
- g. Requiring prescribed greetings or recitation as part of pledge activities/pledge program in academic areas
- h. Deprivation of or interference with the maintenance of a normal schedule of bodily cleanliness
- i. 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., pledge book, rock, bricks, pumpkin, stuffed animal etc.
- j. 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.
- k. Forcing members 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
- l. Assigning or endorsing pranks such as borrowing or stealing items, painting property and objects of others, or harassing other individuals or groups
- m. Non-physical harassment including yelling and screaming or calling individuals demeaning names
- n. 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 pledge to be a designated driver* even if not involved in the activity
* *this in no way should impede designated driver programs within chapters*
- o. Questioning under pressure including using line-ups or drills
- p. Simulating or requiring activity of a sexual nature, or threatening to do so
- q. Expecting illegal activity or threatening to require illegal activity
- r. Psychological games used to intimidate pledges, isolating pledges and/or abandoning or falsely imprisoning pledges

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 you have questions or desire clarification on any of these items, please contact the Office of Student Development, Student Center Room 200,

or call 201-684-7593.

Source: FIPG

FIRE SAFETY SYSTEMS ON CAMPUS

All residence buildings have sprinklers and smoke and/or heat detector early warning devices. It is also why it is important that students not inadvertently set off these alarms by using aerosol products, taking long hot showers, etc. 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 campus community, local police, the Mahwah Volunteer Fire Department and residents of the Mahwah Township community.

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

1st offense - \$150.00 fine & attendance at a fire safety education class

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 heat sensor, spraying aerosol into air, hot showers)

10 hours community restitution & attendance at a fire safety education class

Tampering with fire alarm equipment:

1st offense - \$500.00 fine & attendance at a fire safety education class

2nd offense – College Judicial Review Board

CODE OF CONDUCT

General Information about the Judicial Process

To protect the rights of all community members and visitors, 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 covers the behavior of all students and their guests⁴ and applies to acts committed on the Ramapo College campus, at College-sponsored events, sanctioned activities off campus, and other actions 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 the duty to protect the well being of community members. When violations of this Code 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 College reserves the right to take action against students based on off-campus conduct as provided in Section F.

⁴ Anyone who is not assigned to your residence room/suite or apartment and enters (or remains in) your residence after 2:00 a.m. on any night is considered a guest. Residents and commuters will be held accountable in every way for the behavior and/or actions of the guest(s) they are hosting.

This Code may be amended. If a change is made, students will be notified through means deemed appropriate. A copy of the latest Code with revisions is available at the following websites:

Student Life – <http://www.ramapo.edu/students/>

Judicial Affairs - <http://www.ramapo.edu/students/judicial/index.html>

On-Campus Living – <http://www.ramapo.edu/students/reslife/index.html>

A. The Role of the Associate Vice President for Student Affairs

The Associate Vice President for Student Affairs and his/her designees have the responsibility for overseeing 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. In a situation where a student's health or safety is/was very seriously endangered, the Associate Vice President for Student Affairs and his/her designees 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 feels the Code of Conduct has been violated. A complaint must be made in writing to the Judicial Affairs Office, Student Affairs Office, or the Campus 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 has been violated. Forms on which complaints may be filed are available in the Public Safety Office and the Judicial Affairs Office. The use of a form to file a complaint is not required, but is requested. Students are formally charged with alleged violations only after appropriate members of the Student Affairs staff have reviewed the complaint and witness statements (if available). Forms used to file a complaint/statement in Public Safety or elsewhere may be used by Judicial Affairs in the adjudication of a Residence Life or College Discipline Conference or in a Judicial Board hearing. This 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 Silent Witness Website, http://www.ramapo.edu/studentlife/Public_Safety/index.html. 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 this Code. A student group, organization or team and its officers or captains may be held collectively and/or individually responsible when violations of this Code occur by those associated with the group or organization whose actions have received the consent of the group's or organization's leaders, officers, or spokespersons. The president or identifiable spokesperson of the group who is charged with violations of this Code will be sent a "Notice of Judicial Proceeding" that will indicate the adjudication option that will be employed in their case. The person receiving this notice must be a registered student.

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 Associate Vice President for Student Affairs or a designee to take appropriate action designed to prevent or end violations of this Code 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 group's or organization's behalf. Failure to make reasonable efforts to comply with the Associate Vice President for Student Affairs' or designee's directive shall be considered a violation of H., #17 of this code.

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 this Code. Disciplinary action at the College may normally continue during the pendency of criminal proceedings and will not be subject to challenge on the ground 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 this Code 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 in the College's judgment, that student might pose a danger to the safety, Public Safety, or ongoing operations of the campus, the College reserves the right to take administrative actions to protect the community and may, therefore, require that person to withdraw from the College and/or campus housing through regular disciplinary processes or the Interim Suspension process. The procedures for hearings regarding regular disciplinary matters or Interim Suspensions (found in sections J-N of the Code of Conduct which is printed in the Student Handbook) will then be followed.

G. College Actions Against Non-Students

The College's judicial 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 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 have the right to appeal that determination by writing to the official who issued the ban letter. Campus hosts will be held responsible for their guests' behavior. Hosts may be charged with a violation(s) of the Code of Conduct that was committed by their guest(s).

H. Prohibited Conduct

- 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 bodily harm.
2. Intentionally or recklessly causing verbal or written harassment that is prohibited by law. Included by not limited to, speech, writing, voicemail, e-mail, or communication through a third-party person, etc. This may also include cyber-

harassment (stalking, bullying, and/or sexually exploitation) or other contact through electronic means.

- 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 in all areas of the 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 interfering with 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 institutional governance operations
 - f) the activities of fire, police, or other emergency services
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. (See #17 for failure to comply)
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 drug or 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. Inadvertent fire alarm activation due to negligent cooking, use of aerosol cans, and other fire 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 are subject to the procedures outlined in the Academic Integrity policy which is printed in the Student Handbook and in the College Catalog.)
14. Intentionally and substantially interfering with 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. Knowing possession of stolen property.
- 15e. Permitting another individual to stay overnight in a living unit without proper registration.
16. Intentionally or recklessly destroying or damaging 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 Policy Prohibiting Discrimination, Harassment, or Hostile Environment; 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 or use of another's property or assigned College residence.
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, 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 this Code upon their adoption. Also see the College's regulations in the Greek Letter Organization Manual and the Student Organization Manual.
24. Computer misuse, including but not limited to, hardware theft or fraud, duplicating copy-protected software, unauthorized use, subverting restrictions, and plagiarizing class programs. (Specific rules governing the use of computers and computer labs on campus are developed and distributed by the Center for Computing and Information Systems. 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.)
 25. Unwanted sexual interactions including, but not limited to, the following offenses which are reported annually as part of the Jeanne Clery Disclosure of Campus Public Safety Policy and Campus Crime Statistics Act:
 - 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 or her youth).
 - Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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 the 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.
 - Forcible Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against the 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.
 - 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.
 26. Violation of New Jersey Gambling Law (NJS 2C-37-1 through 9) on College premises or at College events held off campus.
 - 27a. Causing intentional or reckless harm or other physical injury to campus wildlife including the purposeful destruction of these creatures' natural habitats.
 - 27b. Possessing an animal or pet without authorization.

28. Violations of the Code of Professional Responsibility when it applies to students who are also college employees or of the Student Guide to On-Campus Employment when it references certain dismissals for “cause.”
29. After a verbal or written warning, continued violation of H. 1-28. above or of any published College policy.

I. Adjudication of Cases

Students/Organizations who are charged with violations of this Code will be sent a “Notice of Judicial 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, Judicial Affairs, 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 Judicial Proceeding” and returning it to the Judicial Affairs Office. 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.
2. College Judicial Board Hearings: 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 Board. Specific information regarding College Judicial Board Hearings is outlined in Sections J, K, and L.
3. Mediation Services: In cases where expulsion or suspension from the College or of residence privileges is not contemplated as a sanction and where there are no pending charges in any criminal court, the student parties involved in an alleged violation of the Code of Conduct may agree to enter into a formal mediation process under the direction of trained personnel in the Student Affairs Division. Details are available from the Center for Health and Counseling Services. (In cases where there is no agreement among the parties about seeking mediation, formal disciplinary procedures will be employed.) The results of a mediation conference do not become part of a student's official disciplinary record but a record is kept of the findings and agreements reached. These agreements may be enforced by the College.
4. No Contact Order: If the alleged violation is one for which the incident can be resolved by mandating that no contact between students or groups of students occur, the Office of Judicial Affairs will issue a No Contact Order. By copy of this order, students are not permitted to contact each other via verbal, written, 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 Judicial Affairs for a violation of the Code of Conduct.

J. Rights in All Disciplinary Proceedings

For any disciplinary action for which sanctions may be imposed, the student/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 Judicial Board Hearing. A student may waive his or her right to the notification period if a signed form is executed.
2. Reasonable access to the case file prior to and during the proceeding. All case materials shall be retained in the Judicial Affairs Office (C-216).
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 right to remain silent and not present evidence against himself or herself.
5. Opportunities to both question those who provide information at the proceeding and respond to any information being presented against him or her. Formal rules of evidence shall not be applicable pursuant to this Code. 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 College 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 Judicial Affairs Office in writing of the persons they wish called as witnesses at least three (3) business days before the proceeding. The Judicial Affairs Office will notify students 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, 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 Board Advisor/Hearing Officer. Students who refuse to appear as witnesses for either the complainant or the charged student may be charged with a violation of 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 Judicial Affairs Office in writing 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 New Jersey State Attorney General's Office for advice on whether legal counsel for the College should also be present.

8. Proceedings will be open to the public, except when, in the judgment of the Associate Vice President for Student Affairs or his/her designee, this would result in the disruption of normal College activities or cause physical or serious emotional harm to the complainant, witnesses, or the student charged.
9. In accordance with current guidelines established in the Family Educational Rights and Privacy Act (FERPA) 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 judicial 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 on campus, 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 Associate Vice President for Student Affairs deems the matter to have been 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 Associate Vice President for Student Affairs' or his/her designee's opinion, such disclosure is necessary to protect the safety of the complainant or of other members of the College community. If FERPA or other pertinent regulations change, the complainant and the student charged will be so 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.
10. In cases where a student charged does not appear after proper notice or 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 S for information on appeals. (The "Justifiable Excuse" policy for non-appearance is available in the Judicial Affairs Office, C-216.)
11. Where loss of housing, suspension, or expulsion are possible sanctions, proceedings will be tape-recorded. Other proceedings may be taped at the discretion of the college. These recordings are solely for the purpose of providing assistance to the Hearing Officer/Judicial Board members or to the appeals officer in their deliberations. These tapes 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 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.
13. Records of findings and sanctions are retained as indicated in the letter of transmittal.

K. Judicial Board Structure

The Ramapo College Judicial 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 professional staff. A quorum consists of any three members of the Board. Decisions are made by majority vote. A tie vote will result in a finding of “not responsible.” College Judicial 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 this Code and in the College Judicial Board Manual.

Each College Judicial Board hearing will be guided by a Board Advisor, who is normally an employee of the Student Affairs Division and most likely the Judicial Affairs Officer. The Board Advisor may comment on questions of procedure and admissibility of information presented and shall not be excluded from hearings or Board deliberations except that he/she 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 witnesses. Anyone who disrupts a hearing or who fails to adhere to hearing guidelines may be excluded from the proceedings. The Board Advisor will ensure the Board follows the procedures outlined in this Code and in the College Judicial Board Manual.

L. Judicial 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 Judicial Board shall be duly 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 factual 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 or violations 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 allowed to make brief statements of explanation to the Board if they so wish. The Board will then determine a sanction.)
5. The complainant shall provide his/her narrative of the events describing the alleged violation (s).
6. The charged student shall then provide his/her 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 his/her closing statement followed by the complainant.
15. The hearing shall be concluded and the members of the Judicial 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. Procedures for Interim Suspension from Campus or Residence Halls Only

1. A student may be suspended from the campus as a whole or from residence areas for an interim period pending disciplinary proceedings; such interim suspension to become effective immediately without prior notice whenever there is evidence that the continued presence of the student on the College campus may pose a substantial threat to herself/himself, others in the College, or to the stability and/or continuance of normal College functions.
2. The Associate Vice President for Student Affairs, Residence Life Staff, On-Call Administrators, the Director of Judicial Affairs, the Director of Public Safety, the Assistant Director of Public Safety and Tour Commanders in the Public Safety Department are generally authorized to impose Interim Suspensions. (See also procedures for immediate suspension from individual classes in Section N of the Student Handbook.)
3. If a student wishes to return to classes and/or residence on campus, he or she is required to make an appointment to appear personally before the Associate Vice President for Student Affairs or his/her designee within five (5) business days from the effective date

of the suspension. The purpose of this Interim Suspension appointment 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 the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus likely poses a substantial threat to herself/himself, to others, or to the stability and/or continuance of normal College functions.

A disciplinary proceeding will be scheduled at another time to hear the substantive issues involved. This follows the Interim Suspension appointment with the Associate Vice President for Student Affairs or designee and employs the procedures outlined earlier. An Interim Suspension, in and of itself, does not become part of a student's permanent disciplinary record.

N. Interim Suspension from Class

If an instructor judges the behavior of a student interferes with his/her ability to conduct a class, the instructor may suspend the student for the remainder of that class session. The instructor may call Public Safety to escort the student out of class in the event the student refuses to leave.

At the time of this Interim Suspension, the instructor will inform the student that a mediation conference among the student, instructor, and School's Dean will be scheduled before the next class session. If the problem is resolved in this mediation conference, the student will return to class. It is the student's responsibility to make up the work missed. If the mediation conference does not result in a mutually acceptable solution, the faculty member will file a formal charge against the student with the Judicial Affairs Office for violation of the Code of Conduct within two (2) business days of the conclusion of the mediation conference. (If no charge is filed, the student may return to class.) The student will remain suspended from class pending the outcome of the hearing on this charge. If the student is found not to have violated the Code, he/she will return to class and the student must make arrangements for missed work to be made up. If the student is found to have violated the Code, sanctions will be imposed in accordance with the Code of Conduct. If the student does not return to the class (as a sanction or by choice), a Withdrawal (W) will be administratively assigned for the course on the student's transcript.

NOTE: If a faculty member judges the behavior of a student poses a danger to her/himself or others, the faculty member should seek assistance from the Public Safety Department. In such a case, an Interim Suspension from the College or from that class alone will be served on the student by the appropriate College official. No mediation conference will be scheduled if this is the case.

O. Sanctions

The following sanctions singly or in combination may be imposed for violations of disciplinary regulations. All result in written notifications being placed in the student's disciplinary file in the Judicial Affairs Office. A student who fails to complete the terms of a campus judicial sanction by the given deadline will be placed on immediate "Suspension of

Activities Privileges” and may have his/her re-registration for a subsequent semester postponed or terminated until all terms of the sanction have been completed. Notification of the “Suspension of Activities Privileges” status will be sent to appropriate College officials so they will know who may not participate in activities sponsored by their offices.

1. **Official Warning:** A written statement indicating a violation of the Conduct Code has occurred and warning that a subsequent violation will likely be treated more severely.
2. **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, while in this status, will likely result in suspension of residence privileges.
3. **Suspension of Activity Privileges:** The student cannot be a member of a recognized or registered student organization, participate in 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.
4. **Disciplinary Probation:** A defined period of time whereby any registered student is given an opportunity to modify his/her behavior or risk losing student status. Any subsequent violation of the Code, while in this status, will likely result in suspension or expulsion from the College.
5. **Loss of Campus Housing Selection Priority:** For a stated period of time, the student will be permitted to participate in on-campus housing selection only after all other eligible currently housed students have participated or only after all students have participated in housing selection within a particular credits earned cohort.
6. **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.
7. **College Suspension:** Beginning on the date the suspension takes effect, the student may no longer be a registered student, may not attend classes, nor receive grades for a specified period of time. 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 any refund of any fees after the scheduled refund dates.
8. **Expulsion:** Beginning on the date the Expulsion takes effect, the student may never again be a registered student, may never attend classes, nor receive grades. 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 of any fees after the published refund dates. (See Registrar and Transcript notations, section R).
9. **Other Sanctions*** Other sanctions may be imposed in addition to, or instead of, those described in #1 through #8 above. For example, fines or damage repair fees may be charged or students may have residence hall visitations, campus driving or

parking privileges limited or revoked. 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 abuse, or who otherwise engage in behavior associated with alcohol/drug abuse, may be required to attend educational programs intended to inform them about alcohol/drug use and abuse. There will be no refund of tuition, room, or board charges after the published deadlines if withdrawal from courses and/or campus residence is effected because of violations of the College Code of Conduct.

Students should be aware that 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. See the Financial Aid Office for details.

Factors to be considered in deciding sanctions shall include present demeanor and 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. The (ab)use of alcohol shall be considered an aggravating rather than a mitigating factor. Violations of the Code of Conduct which can be proved to have been motivated by illegal bias will result in the imposition of more severe sanctions. Victims may submit written statements to the Judicial Affairs Officer detailing the effect the offense has had upon them and their ability to function as students.

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

Sanctions for group or organization misconduct may include revocation or denial of recognition or registration, de-funding, or the imposition of other appropriate sanctions.

Sanctions imposed as the result of a Judicial Board Hearing or a Disciplinary Conference may be put into hiatus (i.e., not put into effect) for a predetermined period of time by the Associate Vice President for Student Affairs or his/her designee. The original sanction(s) may be re-imposed immediately upon a further finding of responsibility in a subsequent campus judicial proceeding at any level.

Records of disciplinary actions will be voided if the person charged is found not responsible for the charges. The files of a person found responsible for any violations may be retained as a disciplinary record for an indefinite period unless a time-defined limit is indicated in the letter of finding. Under FERPA, violators of provisions of the Conduct Code relating to certain acts of violence and/or sexual offenses may have their names and disciplinary findings publicly revealed.

Students or former students may have their privilege to use an e-mail account issued through Ramapo College of New Jersey revoked for a specified period of time. Specifically, students who have been Expelled or Suspended from the Office of Judicial Affairs, will have their e-mail account terminated immediately (or directly after all appeal procedures have been exhausted).

Failure to comply with the directions of College officials, campus Public Safety Officers, or officers of the law may result in a minimum of a \$100 fine + 20 hours of community restitution. Repeat offenses may receive more severe penalties.

The following list comprises some common situations, but it is not intended to be an exhaustive list of all “failure to comply” instances:

- Refusal or failure to follow directions given by College staff during a fire alarm evacuation
- Failure to cooperate with directions of a Public Safety Officer during a traffic stop
- Failure to produce identification or providing false information
- Disregarding College staff giving directions during an event/program
- Prohibiting College staff and Public Safety Officers from being able to perform the essential functions of their job by using profane language or being disorderly.

P. Conduct Code Violations’ Effect upon Graduation

A student found responsible for violations of the Code, which could have led to expulsion or suspension 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 his/her 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 his/her official transcript and cannot have it sent to others during the period of his/her sanction. In cases where graduation is delayed due to pending charges, cases normally will be adjudicated within as short a period of time as is practicable. A graduating student found responsible for violations of the Code, 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 his/her transcript and cannot have it sent to others while these charges remain on his/her college account.

Q. Registration "Holds" For Disciplinary Reasons

A student who fails to complete the terms of a campus judicial sanction by the given deadline may have his/her re-registration for a subsequent semester postponed or terminated until all terms of the sanction have been completed. This includes failure to complete mandatory “Checkpoint” referrals.

R. Registrar and Transcript Notations

Academic: When academic action is taken, a notation is registered on the student’s official College transcript, this may range from an academic warning to an academic dismissal.

Judicial: When judicial action is taken, a notation is registered on the student’s official College transcript, this occurs when the results or sanctions are College Expulsion.

Students will have a transcript hold placed on their account and will be unable to request transcripts during the Judicial Affairs appeals process (definition and explanation of appeals process is located just below). Once the appeals process has concluded, the Registrar will record the appropriate transcript notation.

S. Appeals

Only disciplinary determinations by a Judicial Board, or a decision in a Disciplinary Conference which suspends campus housing privileges may be appealed to the Associate Vice President for Student Affairs by the student charged. A sanction for group or

organization misconduct which revokes or denies recognition or registration may also be appealed to the Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs 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 and conclusive. Appeals shall be decided upon the record of the original proceeding and upon the written appeal letter. If the Vice President finds grounds for a modification or reversal, then s/he may either dismiss the case, change the sanction, or remand the case to the original or another Judicial Board for review or rehearing. If the disciplinary determination was reached by an "Uncontested Admission of Violation" the only acceptable grounds for appeal will be #1 below.

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 specified procedural error or errors in the interpretation of 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 Associate Vice President deems it necessary. The decision of the Associate Vice President is final. There is no further appeal within the College.

DISSECTION

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.

STUDENT DISSENT/DISRUPTION OF COLLEGE FUNCTIONS

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

Ramapo College also acknowledges the right of students to peacefully protest College policies or indicate dissent from governmental policies or private citizens' actions through lawful speech, protests, and demonstrations, 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. With only a few exceptions related mostly to the creation of imminent danger through speech (untruthfully yelling fire in a crowded theater, for example), the content of speech by dissenting students may not be regulated.

At Ramapo College, lawful dissent changes to disruption when students interfere with the rights of others to teach and learn. 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, will be subject to the disciplinary sanctions of the Code of Conduct published in this Handbook. Specifically, an individual student or a group of students may be charged with violations of the Code of Conduct provisions H.1., intentionally or recklessly causing physical harm, intentionally or recklessly causing reasonable apprehension of physical harm, intentionally or recklessly causing threats to do bodily harm; H.2., intentionally or recklessly causing verbal or written harassment that is prohibited by law; H.5.,

intentionally or recklessly interfering with normal College-sponsored activities including, but not limited to, presentation, studying, teaching, research, College administration, including institutional governance operations, the activities of fire, police, or other emergency services; H.14., intentionally and substantially interfering with the freedom of expression of others; and H.17., failure to comply with the directions of College officials, including Campus Public Safety Officers acting in performance of their duties. (See Section B of the Code of Conduct for more specific information on how to file a complaint.) They may receive sanctions ranging from an official warning to expulsion. 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.

A. 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.

ENTERING CLASSES IN SESSION FOR NON-ACADEMIC PURPOSES

When a class is in progress, announcements by students or others of a non-academic nature may not be made unless the professor has authorized, in advanced and in writing, that the announcement will be permitted.

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

- a. unless invited or permitted to in advance by the instructor or
- b. when a matter of significant of 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, phone or e-mail "all calls" (arranged through the Associate Vice President of Student Affairs or Director of Student Development, when appropriate, either to all students or to all

resident students). In addition, the Student Government Association serves as a vital conduit for important campus-wide information-sharing, as is also the case with several other student organizations, e.g., Ramapo News, RCTV, WRPR, BSU, OLU, Student Leaders Coalition, Commuter Caucus, etc.

IDENTIFICATION CARDS

Each Ramapo College student is required to possess and carry on his/her person at all times a current, validated, College-issued photo ID card. The precise location and hours of operation for ID card processing and/or validation are posted during registration. 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 restaurants (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.

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

Immunization records indicating the dates of two measles, one mumps, and one rubella vaccination must be submitted by all matriculated students born on or after 01/01/57. 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, laboratory proof of immunity or medical/religious exemptions must be sent directly to Health Services.

Effective 09/01/04 any student (undergraduate or graduate) who resides in campus housing, must submit proof of one meningococcal immunization.

Meningococcal disease, commonly referred to as meningitis, is a potentially fatal bacterial infection. The Centers for Disease Control and Prevention (CDC) recommend that all college students be educated about meningitis and the benefits of the vaccination. The recommendation further states that the vaccination is appropriate for other undergraduate students who also wish to reduce their risk for the disease.

As of September 2008, all full-time students 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 you are age exempt to the other immunization requirements, you must still meet this requirement.

Please refer to the current Ramapo College Student Health Services Immunization form 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.

Student Medical Insurance

All full-time students (12 or more credits) and part-time international students (less than 12 credits) holding an F1 or J1 visa are required to have injury and sickness insurance coverage. The premium is automatically added to the tuition bill. All other part-time students are not required to have coverage and will not be charged.

Students covered by another policy who do not wish to purchase the College's plan, may waive the insurance charge by completing a Student Health Insurance Waiver Card and returning it to the Bursar's Office.

<http://www.ramapo.edu/academics/bursar/downloads/StudentHealthInsuranceWaiverForm.pdf>

The insurance premium for College insurance may then be deducted from the tuition bill. The completed waiver card must be received in the Bursar's Office no later than the published deadline. International students must first have the waiver card validated by the International Student Advisor before it is submitted to the Bursar's Office. Waiver cards submitted to the Bursar's Office or postmarked after the deadline will not be accepted. The charge will then remain on the student's account and the student will be included on the insurance roster.

Part-time students may apply for individual or individual and dependent coverage or a full-time student may apply for dependent coverage by purchasing coverage directly from the insurance company. To obtain this plan, complete the Part-time and Dependent Insurance Enrollment Card and mail the card with the appropriate payment to the insurance company. Both the enrollment and waiver cards may be obtained at the Bursar's Office or from the International Student Advisor in case of visa holders. The College will not be involved in the billing or collection of premiums for this optional coverage.

PETS

Because of safety and health hazards, companion or pet animals are not permitted on campus. Students with disabilities who require an assistance animal should consult with the Office of Specialized Services. Approval to have an assistance animal will routinely be granted to blind student with respect to Seeing Eye Dogs.

If an unauthorized animal is removed from the College due to an animal shelter, the owner must pay a handling fee and per diem charge before the animal can be removed from the shelter.

PET WALKING AUTHORIZATION

Before walking a pet on campus, you must complete and sign a "Pet Walking Authorization Form". This form can be found at:

http://www.ramapo.edu/facultystaff/publicsafety/docs/Pet_Walking_Authorization_Form.pdf

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 7622.

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: File a complaint with the Government Records Council.

U.S. Mail: P.O. Box 819, Trenton, NJ 08625,

or

Web site: www.nj.us/grc

E-mail: grc@dca.state.nj.us

Toll free telephone: 1.866.850.0511

Fax: 1.609.633.6337

File suit in Superior Court where the denial occurred.

The Government Records Council's Web site (link below) contains useful information on the law. www.state.nj.us/grc

POSTING

Flyers/posters may NOT be placed on painted surfaces. This includes all walls and doors. Bulletin boards have been installed on all faculty/staff doors for placement of announcements. If faculty/staff members have glass in their doors, they may choose to post announcements on the internal side of the glass facing outward.

The first floor of all cores has bulletin boards for the following purposes:

- AFT/CWA/Local 195 announcements
- Human Resources announcements (locked, glass enclosed boards)
- Large open bulletin boards to be maintained by the Office of Student Development

The second floor of all wings has bulletin boards to be maintained by either specific academic or administrative departments or the Office of Student Development. "Grip Strips" have been installed on fire doors on the second floor of all wings.

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 Office of Student Development also has a design team, SA Design, that can assist with designing posters and flyers in accordance with the college's design standard. SA Design can be found in SC 209, their e-mail is sadesign@ramapo.edu, and their office phone number is 201-984-7775. Requests for design should be submitted at least one week in advance of the date needed.

Flyers

If an individual or organization wishes to have an announcement posted, 15 flyers no larger than 11 x 17 must be submitted to the Scott Student Center Office (SC-200) and signed into the "Posting Log." Flyers submitted will be posted within 72 hours of submission with a maximum limitation of 2 flyers per academic wing. First priority will be given to internal College sponsored events.

"Oversized" Posters

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 place these posters in either the "Grip Strips" or adhere them to core stairwell blacktop, using only drafting tape or masking tape. It is the responsibility of the organization to remove these announcements within 24 hours after the event has occurred. Failure to do so will result in loss of posting privileges.

"Table Tents" and Flyers of on Tables or Surfaces

The only "table top" publications that are permissible are those that are created and authorized by the Office of Marketing and Communications. For other events, Dining Services has space available on napkin holders for campus-wide events. For more information about utilizing this service please contact Jeff Danhart at 201-684-7773

Flyers or posters that have not been authorized for posting and/or have been placed on open boards, painted walls, glass (e.g. windows), stair railings or ceilings, or outdoors on street signs, trees, or automobiles will be removed immediately. Sponsors of such events will be notified, and, if necessary, fined by Facilities and/or the Office of Student Development.

If an office, club or organization violates the posting policy they will receive a written warning from the Office of Student Development. If the office, club, or organization does not comply within 24 hours, they may lose their posting privileges, based on the discretion of the Office of Student Development, for a two week period. Repeated violations of the posting policy, or refusal to correct errors will result in loss of privileges for a full semester or year.

Questions about the posting policy can be directed to the Office of Student Development at 201-684-7593 or sdassist@ramapo.edu.

STUDENT RECORDS

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

To protect the rights of students regarding these 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," known as the Buckley Amendment or FERPA).

These policies are generally supervised by the Office of the Registrar.

The rules, as well as the **Educational Record Guide** can be found at:

<http://ww2.ramapo.edu/admissions/registrar/policy.aspx#ferpa>

RECYCLING POLICY

The College is committed to a program of recycling 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 respecting 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 policy should be directed to facilities at extension 7660.

RELIGIOUS OBSERVANCE

Ramapo College upholds the following statement regarding religious observance:

Ramapo College seeks to attract students with different religious beliefs. While the State 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, tests should not be scheduled for those religiously important days, and students should be assisted to make up any work (including tests) which they missed by being absent from class.

Faculty members who plan to be absent from class in observance of religious holidays should notify their students and the School Dean in advance.

Tests, paper deadlines, and field trips should not be scheduled on a major religious holiday nor should important extracurricular activities or College sponsored out of class programs. If a special class event must take place, the instructor should permit absent students to make up the assignment.

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 your personal computer into a server, or upload site, even if that was not your intent. Many viruses also propagate through peer to peer software, and this has a direct impact on services for our entire community. Files on your 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 you do not know how to disable this function, please contact the Help Desk at 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 Judicial Affairs where a judicial 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 our Code of Conduct (Code #24). Students will receive a Notice to Attend a Disciplinary Proceeding through their campus mailbox. 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 Judicial 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, Judicial Affairs, 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 Judicial Proceeding" and returning it to the Judicial Affairs Office. 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 Board. Specific information regarding the College Judicial Board is outlined in Sections J, K, and L of the Code of Conduct

Once a case has been resolved in Judicial Affairs, 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.

A listing of legal online music downloads sites can be found at:

http://www.musicunited.org/6_legalsites.html

OFFICIAL COMMUNICATIONS (E-MAIL, VOICEMAIL, AND MAILBOXES)

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. All resident students are required to check their mailboxes and voicemail on a daily basis. 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 in the Information Technologies Services (ITS) or on the college web site, in the questions and answers section of the ITS page.

RAMAPO COLLEGE INTRANET

Students should be aware that the Ramapo College Intranet is a comprehensive source for the most current information concerning Ramapo College. It is accessed by going to:

<http://guide.ramapo.edu> and clicking on “Web for Students”.

ROLLERSKATES/ROLLERBLADES/SKATEBOARDS

For safety reasons, using rollerskates, 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, wristguards, kneepads, and elbowpads, etc.).

Woods Road is strictly for vehicular traffic. Using this road for any other purpose is dangerous and prohibited.

NEW JERSEY SEXUAL ASSAULT VICTIM’S BILL OF RIGHTS

Public Law 1994, Chapter 160 NJSA18A:61E-1 et.seq

Introduction

A college or 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:

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

Human Dignity Rights

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

Rights to Resources On and Off Campus

- 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;
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling;
- To be informed of and assisted in exercising:
 - Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy;
 - 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

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

Legal Rights

- 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;
- To receive full and prompt cooperation and assistance of campus personnel in notifying proper authorities;
- 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

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

Statutory Mandates

- 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;
- Each campus shall make every reasonable effort to ensure every student at that institution receives a copy of this document;
- 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

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

STANDARDS AND PROCEDURES FOR INVOLUNTARY LEAVE OF ABSENCE

POLICY STATEMENT

Ramapo College of NJ may place a student on an involuntary leave of absence for reasons of personal or community safety.

REASON FOR POLICY

The College is committed to protecting its community members from the risk of physical harm, and preserving the integrity of its learning environment. Separation of a student from the College and its facilities may be necessary if there is sufficient evidence that the student is engaging in or is likely to engage in behavior that either poses a danger of harm to self or others, or disrupts the learning environment of others.

PURVIEW OF THIS POLICY

This policy is meant to be invoked in circumstances when a student is unable or unwilling to request a voluntary medical leave of absence (MLOA) and such a leave may be necessary to protect the safety of that student and/or others, or the integrity of the College’s learning environment. This would include but is not limited to such situations as unresolved, ongoing and serious suicide threats, self-starvation of a life-threatening nature, psychosis, and serious threats of harm to others. Before an involuntary leave is considered, efforts will be made to encourage the student to take a MLOA, thus preserving, to the extent possible, confidentiality and privacy.

The Associate Vice President for Student Affairs (or designee) reserves the right to immediately issue an Involuntary Leave of Absence. The student will be notified in writing of this action.

While a student is in Involuntary Leave of Absence status, the student is banned from entering the campus for any reason whatsoever without the permission of the Associate Vice President for Student Affairs (or designee). Should permission be granted by the Associate

Vice President for Student Affairs (or designee), the student shall first report to the Office of Public Safety upon entering and leaving the campus. If a student is found on college property, the student will be arrested for trespassing.

PLACING A STUDENT ON INVOLUNTARY LEAVE OF ABSENCE

A student may be placed on an involuntary leave of absence from the College and withdrawn from the College on an interim basis by the Associate Vice President for Student Affairs (or designee) following the commission of one or more of the following act or acts:

- a. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or
- b. Engages, or threatens to engage, in behavior which would cause significant property damage or which would directly and substantially impede the lawful activities of other members of the College, and/or
- c. Exhibits behavior that interferes with a student's ability to function in an academic or residential setting and/or seriously interferes with the educational pursuits or living environment of others, and/or
- d. Commits a violation of the College's Code of Conduct and lacks the capacity to comprehend and participate in the College's disciplinary process, and/or
- e. Commits a violation of the College Code of Conduct and did not understand the wrongfulness of the conduct at the time of the offense

PROCEDURE

1. A student withdrawn on an interim basis will be given an opportunity to appear personally before the Associate Vice President for Student Affairs (or designee) within five (5) business days from the effective date of the Involuntary Leave of Absence. This appointment will concern:

- a. The reliability of the information regarding the student's behavior, including the matter of his/her identity.
- b. Whether or not the student's behavior poses a significant danger of causing physical harm to the student or others, and/or directly and substantially impedes the lawful activities of other members of the College community, and/or interferes with a student's ability to function in an academic or residential setting and/or seriously interferes with the educational pursuits or living environment of others.

The student may be accompanied by an advisor at this appointment. The advisor may consult with and counsel the student but may not participate in the proceedings.

2. If the information which led to the Involuntary Leave of Absence is deemed insufficient to support this procedure's use, the student will be permitted to return to normal College activities or charged under the College Code of Conduct and Provisions. If, on the other hand, the Vice President (or designee) reasonably believes the student meets the standards set forth above, the Vice President (or designee) will immediately refer the student for a written psychological evaluation by a New Jersey or New York licensed psychiatrist, psychologist, or psychiatric social worker of the student's own choosing and normally at that student's expense. The student is advised that the College will furnish the evaluator with all collateral information which pertains to the reasons why an Involuntary Leave of Absence was issued, if such a report exists. These include, but are not limited to, reports from

Emergency On-Call Counselor, On-Call Administrator, Public Safety, emergency room visit, disciplinary records, psychological or psychiatric evaluations, and eye witness accounts. The evaluator is 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 this evaluation is completed, has been reviewed by the Director for the Center for Health and Counseling Services, and has been forwarded to the Associate Vice President for Student Affairs for a final determination regarding the student's status.

3. A student referred for evaluation will be so informed in writing by the Vice President (or designee) either by hand delivery or certified mail. Both the student and the evaluating professional will be given a copy of this Policy.

4. A written report concerning the student's evaluation will be prepared by a New Jersey or New York licensed psychiatrist, psychologist, or psychiatric social worker and then reviewed by the Director for the Center for Health and Counseling Services (or designee). At a minimum, this written evaluation prepared by a psychiatrist, psychologist, or psychiatric social worker of the student's choosing MUST contain the following:

- a. A diagnosis or diagnoses as per DSM-IV-TR (or the most recent edition of this publication) or, alternatively, a statement that no psychological disorder has been found.
- b. A statement concerning the ability of the student to successfully function in an environment: (1) where students must pay attention in class and not interfere with the rights of others to learn; (2) where students must complete assignments independently, relate to diverse individuals, and carry on personal business without supervision; (3) where students (if assigned to a residence hall) live under only very general supervision and in the company of one or more other students; (4) where students must maintain reasonable standards of personal hygiene; and (5) where the ability to refrain from violating provisions of the student Code of Conduct is essential.
- c. Specific recommendation(s) for continued psychiatric or psychological therapy or counseling; and/or adherence to a prescribed medication regimen. Other suggested limitations on activities (e.g., reduced course load, no alcohol, or non-prescribed drugs, etc.) must also be noted.
- d. If the involuntary withdrawal was precipitated by an actual or threatened act of violence or a threatened or attempted suicide, an assessment of the potential for another such act in the immediate future must be made (see Direct Threat Assessment criteria).
- e. A recommendation concerning an immediate return to College, a delay in return, or a recommendation that the student not return given current circumstances.

5. Following receipt of the evaluation, 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 Associate Vice President for Student Affairs (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.

6. The Associate Vice President for Student Affairs (or designee) will meet with the student (along with an advisor if the student so desires) 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 to personally observe and assess the student's functioning. After this meeting, the Vice President 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 restrictions; or
 - b. the matter of the student's conduct will be referred to the judicial system because the behavior observed is not deemed to have fallen within the parameters of this Policy; or
 - c. the student may return to the College, but with restrictions applied (e.g., on-campus residence is not permitted, psychotherapy must continue on a regular basis, etc.); or
 - d. the student may not return to the College at this time.
7. Students not permitted to resume full activities under this Policy will be eligible for tuition, fees, housing, and meal plan reimbursements as appropriate on a pro-rated basis commencing on the date the Involuntary Leave of Absence was issued. If a student is required to withdraw from some or all classes, a grade of W, administratively assigned, will be reflected on the transcript in those courses from which he/she is required to withdraw. The student will also be advised concerning the date when a petition for reinstatement will be considered along with any conditions for reinstatement.

NOTIFICATION

The College reserves the right to notify a student's designated emergency contact that an Involuntary Leave of Absence has been issued. The student's designated emergency contact may be asked to make arrangements for safe removal of the student from the college environment. The College may notify a student's designated emergency contact if the student poses a threat of harm to themselves or others.

MEDICAL LEAVE OF ABSENCE (MLOA)

Request for a Medical Leave of Absence (MLOA)

Ramapo College of New Jersey (RCNJ) students may apply for a Medical Leave of Absence (MLOA) from the College for reasons of physical or psychological illnesses. Students must withdraw from all registered courses under this policy. The grade for each course 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).**

Students may experience medical or psychological conditions that significantly impair their ability to function successfully or safely in their role as a student. MLOAs may also be recommended if a student exhibits behavior, which is connected to a medical or psychological illness, which seriously interferes with the educational pursuits or living environment of others. It is expected that the time a student takes away from the college will be used for treatment and recovery. It should be understood that most students need a minimum of one full semester away from RCNJ in order to obtain the necessary psychological or medical treatment which would enable them to recover their health sufficiently.

Because students function not just as individuals, but also as connected parts of the College community and environment, a student who becomes impaired to the extent of needing a MLOA, may affect the functioning of the larger community in a way which interferes with the College's fundamental teaching and learning mission. If a student initiates a MLOA, the college has a vested interest and a responsibility, both to the student and to the larger college community, to establish criteria regarding eligibility for re-enrollment. The criteria include, but are not limited to, evidence that the condition that precipitated the need for a MLOA has been sufficiently treated and ameliorated to the point where it will no longer adversely affect your safety and functioning or the safety and functioning of the larger college community. The student is advised that possible restrictions to access to the campus and its services may be invoked as a result of the circumstances associated with the MLOA. The student would be notified in writing by the Associate Vice President for Student Affairs (or designee) should any restrictions apply.

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.
- If a student is covered by his/her parent's insurance policy and at risk of losing coverage due to taking a MLOA, a letter may be provided citing the circumstances of a student medical leave of absence from the College and requesting continuation of insurance coverage due to a medical condition.
- 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 International Student Advisor or their own counsel before filing for a MLOA to make sure they meet the immigration regulatory requirements. The Office of International Students and Scholars is located on the first floor of the Anisfield School of Business in the Roukema Center for International Education.
- Students who live in housing must follow the withdrawal process outlined in the Guide for 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 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 of your aid may need to be returned. Any balance that results from a reduction in aid is your responsibility.

Process for Obtaining a MLOA

If you are considering applying for a MLOA you need to contact the Center for Health and Counseling Services (CHCS) to request an evaluation for the purpose of pursuing a MLOA. If your condition is psychological in nature, contact Counseling Services (CS) (201-684-7522). Some examples of psychological conditions that may necessitate a medical leave of absence include, but are not limited to, severe depression or anxiety, post traumatic stress disorder, or schizophrenia. If your condition is medical in nature, you contact Student Health Services (SHS) (201-684-7536). Some examples of medical conditions that may necessitate a medical leave of absence include, but are not limited to cancer, multiple sclerosis, uncontrolled diabetes, or uncontrolled seizures.

In order to both obtain a MLOA and to return from one a student must obtain a medical recommendation from the appropriate unit (Counseling or Student Health) 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.
- You will be asked to provide written consent to consult with your current treatment provider(s), if applicable. If you were evaluated and treated off-campus, CS will require medical documentation or a detailed letter from your off-campus treatment provider stating: 1) diagnosis, 2) date of onset, 3) effect the psychological condition has on your ability to perform academically and how (if applicable) it affects your social functioning, 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 your condition and its impact on your ability to meet your responsibilities as a student.
- 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 you are a resident, CS notifies the Office of Residence Life that you have been approved for a MLOA.
- If a student disagrees with the results of the evaluation an appeal can be made to the Associate Vice President for Student Affairs.

It is important to understand that if you take a mental health-related MLOA, you will be **required** to meet the following **conditions of return before you can be medically cleared to pursue re-enrollment at RCNJ**:

1. A substantial amelioration of the psychological condition that precipitated the need for a MLOA, as evidenced 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 had direct contact with the student on a regular basis for a course of treatment.
2. The ability to function safely (if relevant to MLOA), as evidenced by:
- a. A substantial reduction of any relevant safety related behaviors, including, but not limited to:
 - i. Suicidal behaviors
 - ii. Self injurious behaviors
 - iii. Substance abuse
 - iv. Food bingeing
 - v. Food purging or any other potentially harmful compensatory behaviors used for weight management (e.g., use of laxatives, excessive exercise, etc.)
 - vi. Failure to maintain weight at minimum of 90% of Ideal Body Weight for height after being diagnosed and treated for an eating disorder
 - b. Once safety has been achieved, the stability of that condition is maintained for a period deemed reasonable by the 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 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 his/her 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 a student disagrees with the results of the evaluation an appeal can be made to the Associate Vice President for Student Affairs.

MLOA due to a Medical Condition

- Contact and schedule an appointment at SHS 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.
- You will be asked to provide written consent to consult with current treatment provider(s), if applicable. If you were evaluated and treated off-campus, SHS will require medical record documentation or a detailed letter from your off-campus treatment provider stating: 1) diagnosis, 2) date of onset, 3) effect the medical condition has on

your ability to perform academically and how (if applicable) it affects your social functioning, 4) prognosis, and 5) treatment plan. This information is reviewed by SHS to determine if the medical condition warrants a MLOA. The withdrawal determination is based on the severity and onset of your condition and its impact on your ability to meet your responsibilities as a student.

- After the evaluation is completed and has been approved by the Director for the Center for Health and Counseling Services, SHS notifies the Registrar, who administers Withdrawal (W) grades. Student Health Services places a registration hold on the student's account until the student has been evaluated and cleared to return to Ramapo. If you are a resident, SHS notifies the Office of Residence Life that you have been approved for a MLOA.
- If a student disagrees with the results of the evaluation an appeal can be made to the Associate Vice President for Student Affairs.

It is important to understand that if you take a MLOA due to a medical condition, you will be **required** to meet the following **conditions of return before you can be medically cleared to pursue reenrollment at RCNJ**:

1. Evidence of stabilization of the medical condition that precipitated the need for a MLOA. This must be demonstrated by:

- a. A substantially improved condition, as defined and determined by a SHS 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 SHS 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. The ability to safely self-manage the medical condition (if relevant to MLOA), as evidenced by:

- a. A substantial reduction of signs and symptoms that would indicate instability of the current medical condition, including, but not limited to:
 - i. Blood sugar levels
 - ii. Breakthrough seizures or sudden unconsciousness
 - iii. Asthmatic events
- b. Once self management has been achieved, it is maintained for a period of time deemed reasonable by Student Health Services staff and if relevant, other treatment team members, which may include a collaborating physician

c. Completion of a Student 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 SHS staff member, the student must have an evaluation with his/her SHS staff member, and if relevant, other members of the SHS team, which may include a collaborating physician. Following this evaluation, the SHS 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 a student disagrees with the results of the evaluation an appeal can be made to the Associate Vice President for Student Affairs.

Deadlines for Requesting a MLOA

You must have **completed** an evaluation, through the Center for Health and Counseling Services, for an MLOA **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 you must notify the appropriate unit of the Center for Health and Counseling Services in writing by August 1st if you wish to return for the coming Fall semester and by December 1st if you wish to return for the coming Spring semester. The Community Provider Report form (available on CHCS website) must also be received by the appropriate unit within the Center for Health and Counseling Services no later than August 1st for a planned fall semester return or December 1st for a planned spring semester return. Once all the documentation has been received you will be scheduled for an evaluation at CHCS to discuss your request to return to RCNJ. Should you have any questions, please contact the staff member who conducted your evaluation in order to facilitate your MLOA. **If you miss the deadline, your return from MLOA will be postponed until a later semester. If the process to return from a MLOA is not completed by the deadline, the student will be deregistered.**

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 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. 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 judicial processes set forth by College policy. Therefore only students free of academic suspension, dismissal, or expulsion due to academic or conduct issues are eligible to apply for and return from an MLOA.

Notification

The College reserves the right to notify a student's designated emergency contact that an MLOA has been issued. The students' designated emergency contact may be asked to make arrangements for safe removal of the student from the college environment. The College may notify a student's designated emergency contact if the student poses a threat of harm to themselves or others.

TELEPHONE LISTING

The College has a telephone system that allows you to call an office or person directly without going through the switchboard. You can find the Telephone Directory at:

<http://www.ramapo.edu/about/phone.html>