



STUDENT HANDBOOK 2012 – 2013

PUSHING > BOUNDARIES



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Dear Students:

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

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

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

As you progress through your undergraduate or graduate experience, please keep in mind that my office welcomes student suggestions and feedback. Did you have a particularly memorable classroom experience that you would like to share? Have you observed a practice at the College that you have suggestions for enhancing? Pop by the Birch Mansion, join me for breakfast at the Birch every third Thursday of the month, or email my office at president@ramapo.edu.

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

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

Cordially,



Dr. Peter P. Mercer
President

How to Use Your Student Handbook

Dear Students,

Welcome to Ramapo College of New Jersey!

This handbook contains important information that will assist you in meeting your educational goals. College is a time for you to explore your interests and be part of a diverse community of learners. This publication will help define for you the opportunities for campus involvement along with serving as a handy reference guide. We hope that you will take the time to familiarize yourself with the resources and services Ramapo College has developed in order to help you transition, adjust, succeed, and grow.

In order for members of the community to live, work, and study together, the College has established a set of policies and procedures designed to maintain a safe community and cultivate respect for each person. It is your responsibility to know these policies and procedures and to make positive contributions to the community.

This publication is a means for you to know campus policies and to be more aware of the opportunities available on campus. If you have comments or suggestions that might help improve the Student Handbook, please do not hesitate to reach us directly in the Student Affairs Office, C-212, 201.684.7457.

Very truly yours,



Melissa Van Der Wall
Director of Judicial Affairs
Co-Editor, Student Handbook



Ivy N. Payne
Executive Assistant, Student Affairs
Co-Editor, Student Handbook

OFFICE OF THE PRESIDENT

Dr. Peter P. Mercer, President

Location: Birch Mansion-215, Extension: 7607

The President is the Chief Executive Officer and maintains an active involvement in the College. Students have many opportunities to meet with the President, both in formal and informal circumstances. The Student Government Association and other student leaders meet regularly with the President to discuss student concerns. The President's webpage, <http://www.ramapo.edu/president/> is home to the President's Post, which the President updates regularly with news of campus happenings, local and statewide initiatives, and institutional challenges.

Affirmative Action and Workplace Compliance

Lorraine Edwards, Director

Location: Birch Mansion-201, Extension: 7656 or 7540

The Office of Affirmative Action and Workplace Compliance is designed to support equal opportunity in employment and education, equity, diversity, and inclusion and assist the promotion of a learning and working environment free of all forms of discrimination, harassment, and retaliation. In addition, the office supports compliance with all applicable laws, regulations, policies, and procedures related to such, including but not limited to the State of New Jersey, Ramapo College Board of Trustees Policy 216, and Ramapo College of New Jersey's Policy Prohibiting Discrimination in the Workplace. In addition to prohibiting discriminatory and retaliatory conduct, the cited policies provide employees and students with an option to report such complaints.

The Office of Affirmation Action and Workplace Compliance is housed in the Office of the President and addresses all complaints related to discrimination in the academic environment. In addition, the office addresses student complaints of a non-academic nature, as defined in the Student Handbook, which may be construed as discrimination, harassment, hostile environment, or retaliation. The office may advise students and employees on appropriate actions that may be taken to remedy such complaints and/or make appropriate remedial recommendations to the Office of the President and/or the appropriate academic, division, or departmental unit.

Public schools, that are the recipient of Federal funds, must designate at least one professional employee as the Title IX Coordinator. At the College, Lorraine Edwards, Director of Affirmative Action and Workplace Compliance, serves in this role and oversees complaints of sexual discrimination and misconduct. The Director serves as an agent of the college who is responsible for managing Title IX compliance efforts. The Director manages grievances, investigations, dispositions of complaints, and moves forward with training efforts for the community. The Affirmative Action and Workplace Compliance Office works with the college to ensure that the community is promoting a safe learning environment for all people.

In a similar manner, Section 504 of the Rehabilitation Act of 1973 requires public schools receiving Federal funds to designate a 504/Americans with Disabilities (ADA) Coordinator. Lorraine Edwards serves in the role of the College's 504/Americans with Disabilities (ADA) Coordinator. The Coordinator is responsible for ensuring that the College complies with Federal and State regulations that guarantee qualified college students with disabilities have

equal access to all programs and services. Any student, faculty or staff member may contact the 504/ADA Coordinator for clarification of Federal regulations, appeal of a grievance or resolution of a disability-related problem.

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. Confidentiality is strictly enforced. If confidentiality is breached by the student, the Ombuds Office will immediately discontinue any immediate service or course of action being provided for the student by the Ombuds Office. The Ombuds Office will take one or several courses of action to assist students in addressing complaints and resolving disputes including, but not limited to, the following:

- directing students to and assisting students in understanding pertinent college policies and procedures.
- investigating the nature of the students complaint.
- explaining the process a student should follow to resolve problems and/or disputes.
- providing alternative dispute resolution services (i.e., mediation) to assist students in resolving disputes.
- referring students to the appropriate person who can help them with problems and disputes.

ACADEMIC AFFAIRS

Office of the Provost

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

Location: Birch Mansion-100, Extension: 7529

The Provost oversees the Divisions of Academic Affairs, Student Affairs, Enrollment Management, and Information Technology Services.

The Division of Academic Affairs includes all aspects of the curriculum, academic standards, teaching, and learning. Founded on a commitment to the liberal arts, the curriculum is made up of the General Education Program, school and programmatic requirements. This division is responsible for: faculty personnel matters including hiring, reappointment, tenure and promotion; curriculum development, implementation, assessment, and revision; development of academic policies and procedures; and provision of academic services including first year seminar, course scheduling, library services, tutoring services, and graduation application review. Academic Affairs includes the following units: the George T. Potter Library, Salameno School of American and International Studies, Anisfield School of Business, School of Contemporary Arts, School of Social Science and Human Services, School of Theoretical and Applied Science, the Center for International Education, the Center for Critical Reading and Writing, the Meadowlands Environmental Center, the College Honors Program, the Equal Opportunity Fund program, and Employee Relations. The other divisions under the Provost are described later in this Handbook.

Many competitive scholarship programs are available to Ramapo College students

through the Office of the Provost. Merit scholarships are available to continuing Ramapo College students thanks to the generosity of corporations, alumni, former faculty members, trustees, and friends of the College. The Office of the Provost advertises merit scholarships available each year and accepts applications. Information concerning scholarship opportunities is sent to students via e-mail around mid-October. A scholarship committee, comprised of faculty and staff, meet to review applications and determine awards. To apply for a merit scholarship, students must:

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

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

Students may also apply for scholarships administered through the Ramapo College Foundation. Eligible students are mailed applications for Foundation-sponsored awards. The application specifies criteria and any other requirements. Recipients are then selected by donor committees. More information on Foundation-administered scholarships is available from the Scholarship Coordinator(X7374) in the Mansion.

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

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 and also held each spring 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.

College Honors Program

Dr. Peter A. Campbell, Director

Location: College Honors Suite, A110, Extension: 7110

The Ramapo College Honors Program is a community of faculty and students dedicated to intellectual, creative and moral engagement. Honors students seek excellence through continual guidance and a distinctive curriculum of critical thinking, intercultural and international understanding, experiential learning, service, and interdisciplinary studies. The end of the program is the beginning of an enriched and

accomplished life. Ramapo College invites all who have the aspiration, potential and passion for discovery to apply.

Current full-time/four-year Ramapo College 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>. For consideration, students should submit their application materials between January 1 and May 15, 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 on assessment of coursework, as well as engaged learning and demonstrated commitment to the community and societal impact of his or her work.

Educational Opportunity Fund Program (EOF)

Lorne Weems, Director

Location: D-101, Extension: 7545

The mission of the EOF Program is to provide support for highly motivated students who exhibit the potential for success, but who come from families/communities disadvantaged by low income and by a lack of high quality college preparation programs. The EOF program provides the support needed to maintain continued enrollment through graduation. This support includes grants and scholarships 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 aid for the first year through senior year based on financial need and academic merit.
- An EOF Student Development Specialist (Advisor) will serve as an advocate, whose guidance and support help the student meet their academic, career, financial and personal goals.
- Required participation in a 6 week summer program for first year students prior to the start of their first year of study.
- Funding for the completion of study abroad, domestic or international cooperative education and alternative Spring break programs.
- Funding for educational fees, including but not limited to, licensure exams, professional association dues, language proficiency exams, graduate school applications, test prep courses, admission exams, and career development activities.
- Supplemental instruction, cost-free individual tutoring and peer led group study sessions.
- Career planning courses and programs designed to engage students in the exploration of their interests and their relationship to majors and occupational choices, mentoring for students seeking academic & professional development opportunities, and educational programming

- addressing work-readiness and career life issues.
- Student recognition events celebrating academic accomplishment and campus leadership contributions, social/cultural programming and the opportunity to participate in service projects/advocacy campaigns targeting social issues/problems.

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 its collections. Students have access to approximately 175,000 print books and over 2000 e-books. More than 80 databases are available to Ramapo users both on and off campus. The Library's film holdings number approximately 5,000 DVDs and 100+ streaming videos.

Other collections include more than 100,000 online U.S. government documents, and NJ documents in print. A popular magazine browsing collection is located in the third floor reading lounge. Interlibrary loan services are offered free of charge. The Library is open seven days per week during the academic year, and offers extended hours during final exam periods.

There is a computer lab for student use and an Information Literacy Classroom where research skills classes taught by librarians are customized to individual courses. There are laptops available for student use and wireless access exists throughout the building. Reference librarians assist individual students in designing research strategies and locating and using library materials. Students can visit, call, or email the reference desk or chat with librarians in real-time with librarians. The library website provides online access to information including library hours, policies, staff directory, the online catalog, and more. Please visit us on Facebook to stay up-to-date with library news and read/post comments. <https://www.facebook.com/#!/PotterLibrary.RamapoCollege>

Library Building

First Floor	Book collection A-P, Quiet Study Area
Second Floor	Information Literacy classroom, Periodicals Collection, Center for Reading and Writing
Third Floor	Reference Services and Collection, Circulation/Reserves Desk, Computer Lab, staff offices, Center for Holocaust and Genocide Studies Atrium with seating area, vending machines and campus phone
Fourth Floor	Book collection Q-Z, oversize books A-Z, NJ Government Documents, College Archives

International Education

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

Location: Roukema Center for International Education, ASB-123

Extension: 7533

The RCIE is composed of three main units: Study Abroad and Off-Campus Programs, International Student and Scholars' Services, and the International Center at the College. The RCIE assures coherence in the international agenda of Ramapo College

in keeping with the four “pillars” of a Ramapo education, namely the pursuit of international, intercultural, interdisciplinary, and experiential learning. The Study Abroad Office offers numerous international and domestic off-campus courses which meet the needs of Ramapo College students. The Study Abroad Office also arranges semester or year-long programs in many parts of the world for students who desire an extended international experience. In consultation with their advisors, students can register for a full schedule of courses to meet their general education and/or major requirements.

ENROLLMENT MANAGEMENT

Christopher Romano, Associate Vice President

Location: A-234, Extension: 7307

The Office of Enrollment Management provides oversight to the offices of Admissions, Adult and Graduate Admissions, Registrar, Financial Aid, the Center for Academic Advising and First-Year Experience (CAAFYE), Testing, the Center for Innovative and Professional Learning (CIPL) and the Marketing and Web Administration Office. The office is charged with developing a strategic enrollment management plan (SEM plan) to guide Ramapo College in recruiting, retaining, and graduating an academically prepared, diverse student population of life-long learners. In order to further this goal, Enrollment Management will:

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

Admissions

Peter Rice, Director

Location: McBride House, Extension: 7300

The Office of Admissions staff develops and oversees all Ramapo College recruitment activities. The office sponsors programs on-campus such as daily tours, Open Houses, 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 of the state to speak about the benefits of attending Ramapo College. The staff processes and reviews all applications for admission to the spring and fall semesters and oversees the Ramapo Admissions Student Ambassador Program.

Michael DiBartolomeo, Associate Director for Adult and Graduate Admissions

Location: A-237, Extension: 7302

The Office of Adult and Graduate Admissions staff develop and oversee all Ramapo College recruitment activities for graduate and adult students. The office sponsors programs on-campus such as information sessions and Open House programs. The Admissions staff visits community colleges, and various corporations, hospitals, agencies and organizations

both in New Jersey and outside of the state to speak about the benefits of attending Ramapo College. The Admissions staff processes all applications for graduate programs and all applications from students over the age of 25.

Center for Academic Advising and First-Year Experience (CAAFYE)

Joseph Connell, Director of Student Success

Location: D-207, Extension: 7441

CAAFYE provides a comprehensive introduction to the academic and social environment of the campus with a focus on the retention, graduation and success of all Ramapo students. CAAFYE provides a wide range of services including New Student Orientation (First Year Students/Transfers/Readmits/Adult Learners/Families), Academic Advisement, Student Success Programs/Workshops, Family Day, and the administration of specific groups within the MyRamapo/Luminis online community. CAAFYE serves as the primary academic advisement resource for all students and works collaboratively with faculty and staff in offering optimal services to our students. All first-year students are assigned an advisor in CAAFYE, with the exception of students with a major in the Salameno School of American and International Studies (SSAIS). Students who are undeclared are assigned to CAAFYE and are required to declare a major by the time they earn 64 credits. Appointments for individual advisement sessions can be scheduled for day or evening hours by calling ext. 7441 or emailing caafye@ramapo.edu

Testing Center

Wanda Kosinski, Coordinator

Location: Laurel Hall North, Extension: 7560

The mission of the Testing Center staff is to provide high quality testing services for Ramapo College students. The staff strives to administer tests in a technologically advanced environment with the goal of promoting satisfaction and achievement in reaching academic goals. The College subscribes to the National College Testing Association (NCTA) Professional Standards and Guidelines for post-secondary Testing Centers. The following testing services are provided through the Testing Center:

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

Center for Innovative and Professional Learning (CIPL)

Rosa Diaz-Mulryan, Assistant Vice President

Location: A-233, Extension: 7370

CIPL supports postgraduate professional education, workforce development, and alternative learning. CIPL also engaged in internal and external educational partnerships to advance the College, and provides innovative continuous learning opportunities for community members of all ages.

Financial Aid**Mark Singer, Director****Location: E-209, Extension: 7549**

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

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

Registrar**Cynthia Brennan, Registrar****Location: D-233, Extension: 7695**

The Office of the Registrar 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. Any changes in address, name, status, etc., should be made here. This office process audit grades, withdrawals, incompletes, grade changes, official and student transcript copies, enrollment verifications, independent student enrollments and distributes diplomas.

INFORMATION TECHNOLOGY SERVICES (ITS)**George Tabback, Chief Information Officer****Location: E-115C, Extension: 6842**

The ITS group supports state-of-the-art computers and software for students in all majors. Computing labs throughout the campus offer access to research-quality, UNIX-based systems for statistical analysis, programming languages, and database engines. Macintosh and Windows-based applications provide students with a rich and stimulating learning environment serving general needs. 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 areas. Students with problems or questions related to computing and information systems should dial ext. 7777.

Academic Media Services

Jefferson Sampson, Manager

Location: H-205, Extension: 7400

Academic Media Services is a part of the Client Services division of the Information Technology Services, and is made up of the Media Center and the Campus Television network. The Media Center provides all of the on-campus audio/video needs for academic programs, administrative programs, student clubs, and outside vendors. These services are provided with media equipped rooms and mobile media carts. Media equipped rooms are arranged with a computer, VCR, DVD, projector, and wall mounted screen, all operated by a single controller. The available mobile equipment ranges from tape recorders to computer and projector equipped carts for PowerPoint presentations. 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 80 channels of cable television programming. The system provides student entertainment, information, and other campus video services. With this system on campus, students have access to local New York area television stations, along with cable channels such as CNN, FOX News, ESPN, MTV, Telemundo, Univision, and the Weather Channel. The network provides the CampusVision channel for local campus information and updates, and the RCTV channels which present student produced videos.

STUDENT AFFAIRS

Dr. Miki Cammarata, Associate Vice President

Dr. Patrick Chang, Associate Vice President

Location: C-212, Extension: 7456

Student Affairs fosters the developmental, educational and career goals of students in an environment that encourages healthy decision making, responsible citizenship, campus and community engagement and life-long learning. The Division accomplishes its goals by providing services, programs, and activities through eight different operating units, which are described later in this section.

A hallmark of the Ramapo College experience is hands-on learning. Involvement in college governance, clubs and organizations, and all-College committees provides students with opportunities to further their learning and impact the community around them. Following are a few examples of how students can get involved on campus, with the contact unit or division listed in parenthesis. The *Guide to Student Involvement and Leadership Opportunities*, published by the Center for Student Involvement (CSI) and available in print and on the CSI website, provides a more comprehensive list.

Examples of Opportunities for Student Involvement and Influence at Ramapo College

- Become a member of a student organization and consider serving in a leadership capacity (Center for Student Involvement).
- Be actively involved with campus communication media (Ramapo News, WRPR, RCTV, etc.)
- Interact with the Ramapo College Board of Trustees (Student Affairs):
 - Run for the position of Alternate Student Trustee which leads to serving as the Student Trustee in the second year of service.
 - Attend and comment at open portions of Board Committee meetings (Academic and Student Affairs; Finance; Human Resources; Capital Improvements; Institutional Advancement, 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 serve on all-college committee, Provost Council, school-based Unit Councils (and their committees), or special tasks forces.
- Apply to join the Ramapo Student Ambassadors Program (Admissions).
- Serve on the College Judicial Review Board (Office of Judicial Affairs).
- Assume Student Aide and College Work Study positions on campus. (Cahill Career Development Center).
- Make appointments with administrators/faculty leaders to discuss concerns about classes, academic and student affairs programs, business practices, etc.
- Students are members of the following important decision making bodies (Division or Unit with administrative responsibility follows committee name):
 - Allocations Committee (Center for Student Involvement)
 - Student Athletic Advisory Committee (Athletics)
 - Student Government Association (SGA) School Senators (School Deans and SGA)
 - The Presidents Alcohol and Other Drug (AOD) Advisory Committee (Center for Health and Counseling Services)
 - Residence Hall Association (Office of Residence Life)
 - College Programming Board (Center for Student Involvement)
 - Diversity Action Committee (DAC Co-Chairs)

Beginning fall 2012, students will have an opportunity to formally track their activities via an online co-curricular transcript which can be used to supplement their academic transcript and illustrate how they have applied what they have learned in the classroom to their experiences outside of it.

Student Awards Programs

The Division of Student Affairs seeks to recognize student achievement in the areas of leadership and service through sponsorship of the Student Awards Program. Following is a description of the awards and eligibility. The application process typically begins in March and students are alerted through email, the Web and the Ramapo News.

The Student Awards Program recognizes students and faculty/staff that have been outstanding in their contributions to the programs, activities, and services sponsored within the Division. 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 College.

The Pillars Award - The Pillars Award honors those senior student leaders who have demonstrated over the course of their career at Ramapo College outstanding leadership, a strong commitment to the mission of the college and dedication to fostering a positive and inclusive living and learning environment. The recipient should be considered by others to be the product and embodiment of the four Ramapo pillars of interdisciplinary curriculum, international education, intercultural understanding and experiential learning. This award is for the top student leaders at the college, with a maximum of 5 recipients each year. To be eligible, students must have graduated in January, 2013 or have a graduation application **on file** for either May 2013 or August 2013. The criteria for consideration are as follows:

1. Outstanding contributions to the quality of campus life through sustained participation in co-curricular activities and/or programs.
2. Improvements in the college community through initiation of services or programs which support the college's mission and strategic plan.
3. Distinctive service to the student body through exceptional performance in an established position, whereby the manner in which the duties of that office were discharged have a substantial impact on the quality of student life and campus climate.
4. Performance, leadership, communication, commitment that reflects the ideals of the Ramapo Pillars.
5. Peer nominations by recognized and registered organizations. Each organization is granted one nomination and the process is conducted online via OrgSync. Nominations will be taken into account but will not be the sole source for determining recipients.

Jerome Lee Memorial Award for Outstanding Leadership – The Jerome Lee Memorial Award for Exceptional Leadership is named in honor of the Director of the Student Center who died in 1995. Jerome Lee valued high ethical and moral standards and gladly extended his capacity for human love to all those with whom he came in contact. Applicants for the Jerome Lee Memorial Award should demonstrate in their work within the co-curriculum leadership through grace, human kindness, and the art of gentle persuasion – all traits which characterized Jerome's work.

Leadership Award – This award is for students who have demonstrated exceptional leadership qualities as a member of the executive board for a student organization or in another highly visible campus position. (Length of service will be a consideration. Usually awarded to seniors although others may be considered.)

Omicron Delta Kappa New Student Service Award – This award honors students who have taken an active role in the co-curriculum and assumed significant responsibility during their first year at Ramapo College. (Only students in their first year at the College are eligible. May be new transfer or freshmen).

Outstanding Student Service Award – This award recognizes students who make outstanding contributions to the co-curriculum through participation in clubs and organizations. (Open to all who have earned at least 32 credits.)

Outstanding Voluntary Service Award – This recognition is given to 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 no academic credit.

International Spirit Award – This award recognizes one U.S. American and one International student who have demonstrated through words and deeds their commitment to the “international” pillar contained in the College’s mission. Recognition may result from participation and/or leadership in an internationally-focused recognized student organization; and/or significant in initiating or supporting international relief efforts; and/or experiences supported by the College such as Alternate Breaks, Study Abroad, International Cooperative Education; and/or volunteer ESL tutoring; and/or volunteer work with new immigrants; and/or guest appearances in classes, club programs, etc. to discuss the customs and cultures of one’s country; and/or sharing international experiences with peers in formal and informal venues on campus.

Eligibility For Student Awards - Specific requirements for each award are listed above. Minimum requirements for consideration include undergraduate status and currently enrolled (or a January 2013 graduate) and a minimum Grade Point Average of a 2.25.

Students on disciplinary probation with a suspension of activities in the Spring 2013 term are not eligible for consideration. Disciplinary histories will be reviewed by the Awards Committee and may affect award decisions. (Students selected for awards but who have disciplinary cases pending will not be approved for an award until the final adjudication is reviewed by the Awards Committee.)

In making award decisions, activities for which students were compensated, e.g., Resident Assistant, Program Assistant, Tutor, etc., generally carry less weight than volunteer activities. In such cases, awards may be given if there is significant volunteer work related to the paid position **in addition** to the compensated work.

In the event the number of students deemed eligible exceeds the number of awards available, consideration may be given to students with the higher number of earned credits.

The decision of the Awards Committee is final.

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

Location: Berrie Center Box Office, Extension 7148

The Berrie Center houses modern performance theaters, art galleries, and specialized spaces devoted to fine arts, computer art, photography, theater, dance and music. The Sharp Theater hosts numerous performances throughout the year. For a schedule of performances, please access the Berrie Center website:

<http://www.ramapo.edu/berriecenter/index.html>. Tickets to performances can be purchased at the Box Office located on the first floor of the Berrie Center, X7844. Ramapo College students received a special ticket price of \$8 for most performances, as well as free admission to selected programs. The art galleries are aligned with the School of Contemporary Arts and serve as a fertile resource for the College and area communities. The Kresge Foundation Gallery and the Andre Z. Pascal Gallery are located on the second floor of the Berrie Center and present an intriguing contemporary exhibition schedule. The Curtain Call Café is a coffee house located in the lobby of the Berrie Center.

In addition to the presentation of works in the Berrie Center, the Academic Complex, B-Wing is home to the Selden Rodman Gallery of Popular Arts. The art galleries also present small shows in the Potter Library Galleries showcasing regional artists and student work. Student exhibitions and special installations are featured in the Photo Lounge on the first floor of the Berrie Center, ranging from examples of class assignments to one-person Senior Art Prize exhibitions.

Athletics, Intramurals and Recreation

Chuck Gordon, Director

Location: Bill Bradley Sports and Recreation Center (Bradley Center),

Extension: 7674

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

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

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

Current Co-Ed Intramural Programs:

Intramurals: Flag Football, Soccer, Volleyball, Softball, Ultimate Frisbee, Basketball, Dodge Ball, Tennis.

Aerobic Classes: Tone and Core, Zumba, Spinning, Cardio Kickboxing, Lacrosse.

Club Sports: Bowling, Roller Hockey, Ultimate Frisbee, Rock Climbing.

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

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

How to Participate in the Athletic Program

The intercollegiate program is the highest level of competition offered at Ramapo College. Many of the participants at the varsity level have been recruited to attend the College. Opportunities for participation and trying out for sports and recreation also exist for non-recruited student athletes. Students may obtain information on a particular team of interest by contacting the coach of that sport at the Bradley Center or inquire through the Office of Athletics at (201) 684-7087.

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

Recreation Opportunities/Facilities

The Bradley Center features the following:

- A 16,000 square-foot NCAA-regulation main arena with a state-of-the-art wood flooring system offering seat-back chairs for 1,500 spectators, and additional space for 600 on the floor. This venue can also be used for special event activities.
- An auxiliary gym with synthetic surface courts to accommodate tennis, volleyball, basketball, jogging, and other intramural and recreational activities.
- 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: foosball, 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 locker rooms and lounges, and an athletic training room, which includes: taping tables, hydro-tubs, electric stim and other exam, rehab and training room equipment.
- Computer Room

Campus Ministries

Father William Sheridan, Director

Location: Scott Student Center (SC207), Extensions: 7251 & 6841

The pastoral and spiritual needs of Ramapo College, especially those of students, are served by clergy and lay staff who maintain offices in the Student Center. Jewish, Muslim and Christian faiths are 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 Student Center, as well as on the Campus Ministries website at: <http://www.ramapo.edu/students/ministries/index.html>

Cahill Career Development Center

Beth Ricca, Director

Location: C-209, Extension: 7444

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

Career Services, using a career development model, provides the resources and strategies for academic major and career decisions, developing career goals, creating a resume, sharpening interview and networking skills, finding full-time, part-time, seasonal and internship opportunities, developing graduate school plans, and making successful career transitions.

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

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

Center for Health and Counseling Services

Dr. Judith Green, Director

Counseling Services

Location: D-216, Extension: 7522

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

Student Health Services

Debra Lukacsko, Associate Director

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

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

Office of Judicial Affairs

Melissa Van Der Wall, Director

Location: C-216, Extension 7869

The Office of Judicial Affairs seeks to support the mission of the College by fostering student responsibility, respect for self and others, and development of the whole student by enforcing the Code of Conduct in a timely, fair, and consistent manner. The office administers a process that promotes behaviors that strengthen the academic environment both inside and outside of the classroom and prepares students for responsible citizenship through their choices and decision making. The office serves as a resource to the community by collaborating with campus partners to support student success.

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

Office of 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 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 Residence Directors. The College Park Apartments and The Village are apartment complexes that are managed by Area Directors with the assistance of Graduate Residence Directors.

Residence halls have a Residence Assistant on each floor and in the two apartment complexes there are Community Assistants assigned to the various buildings. The Residence/Community Assistants are supervised by Residence Directors and Graduate Residence Directors who also live on campus and work in the hall offices. All hall offices provide administrative assistance with mail distribution, maintenance requests, recreational equipment sign out, access card questions, room changes and various other services. The Resident/Community Assistants provide overall supervision for their assigned floor/area. They provide programming, act as a resource, enforce College policies, build community, advise and mentor residents, participate in on call duty coverage and perform a variety of administrative tasks.

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

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

Specialized Services (OSS)

Dr. David Nast, Director

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

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

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

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

L.E.A.R.N. staff provides on-going support to students with anxiety, depression and other documented mental health diagnoses. Self-referrals are welcome (973.625.7045).

Center for Student Involvement

Rick Brown, Director

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

Civic and Community Engagement Center, SC-213, Extension: 7586

Women's Center, C-220, Extension: 7468

Grounded within the College's Mission Statement, the mission of the Center for Student Involvement is to contribute to the development of the whole student. Through participation in a broad range of educational, cultural, recreational, and social programs and services, students have the opportunity to form connections with peers, faculty and staff; apply in-class learning to out-of-class experiences; explore their relationships with self and others; and learn to think critically, value diversity and make positive contributions to campus life.

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

Center for Student Involvement

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

Fraternity and Sorority Life

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

The Women's Center

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

Civic and Community Engagement Center

<http://ww2.ramapo.edu/students/ccec/index.aspx>

Clubs and Organizations

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

Clubs and Organizations

At Ramapo College, student clubs and organizations are recognized as important parts of the overall learning experience. Students are urged to take advantage of the many opportunities available.

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

Clubs and organizations at the College are run by students under the general advisement of the Center for Student Involvement. Each group has a faculty or staff advisor and operates under its own constitution, according to the interests and enthusiasm of its membership.

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

Up-to-date information regarding membership, advisors, meetings and activities for each organization may be obtained on the Student Activities Website, <http://ww2.ramapo.edu/studentactivities/>, or by visiting the Center for Student Involvement in SC 200.

STUDENT CLUBS/ORGANIZATIONS (College-Recognized)

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

Students Together for Environmental Progress (1 Step)

1 Step 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.

Above the Influence

Above the Influence is a student run organization that brings awareness of substance abuse to the college campus. Above the Influence is open to all students who are against the abuse of alcohol, smoking, and drugs.

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. The club hopes to introduce students to the many opportunities and careers available in the field.

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.

American Democracy Project

The American Democracy Project is a multi-campus initiative that seeks to create an intellectual and experiential understanding of civic engagement for undergraduates enrolled at institutions that are members of the American Association of State Colleges and Universities (AASCU). The goal of the project is to produce graduates who understand and are committed to engaging in meaningful actions as citizens in a democracy.

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.

Anthropology Club

TBA

Association for Computing Machinery (ACM)

ACM, the world's largest educational and scientific computing society, delivers resources that advance computing as a science and a profession. ACM provides the computing field's premier Digital Library and serves its members and the computing profession with leading-edge publications, conferences, and career resources.

Association of Latinos Moving Ahead (ALMA)

The Association of Latinos Moving Ahead is an academic and social Latino organization promoting personal growth among other organizations including cultural, educational, social groups at and outside Ramapo College.

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 to Ramapo College.

Bass Fishing Club

The Bass Fishing Club involves itself in the sport of bass fishing, including education in water, nature, and of course fishing. They proudly send teams from their club to compete in collegiate level tournaments.

Bioinformatics Club

The Bioinformatics Club has a two-fold purpose - to inform and help students in the sciences learn about the new tools, techniques, and career opportunities in Bioinformatics through lectures, discussions, and workshops, and to create a general awareness among ALL students about the exciting field of bioinformatics and its applications.

Biology Club

The Biology Club 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.

Black Student Union (BSU)

The mission of the Black Student Union is to maintain and promote active communication and interaction between all students, faculty and staff of the African Diaspora and encouraging the involvement of African Diaspora students in mainstream campus activities and organizations.

Board Game Club

The Board Game Club is a club on campus for the playing of non-electronic games (European/German-style board games, miniature games, party games, card games, war-games, classic games, and other hobby games).

Brothers Making a Difference (BMAD)

The primary goal of BMAD is to promote the upward mobility of Black and Latino males both on and off campus.

Building Tomorrow (BT)

Building Tomorrow is a nationally recognized organization that raises money in order to build schools in Uganda. The goal for BT at Ramapo is to raise \$60,000 in four years to build Ramapo's own school in Uganda.

Campus Crusade for Christ

Campus Crusade for Christ is an interdenominational organization that seeks to foster awareness of ethical, social, intellectual, philosophical, and most of all religious issues, and their relationships to Christianity. This group also seeks to create an environment in which Christian students can develop their faith through interaction with other Christians and through study of the Bible.

Campus Kitchens

Campus Kitchens holds fun events and fundraisers to raise awareness about the issues of food waste and hunger. We group uses an on campus kitchen after staff hours to prepare meals for local people in need.

CHANGE Collegian Network (CNN)

CHANGE Collegian Network (CCN) raises up campus leaders to walk alongside college students, leading, and encouraging them as they passionately pursue Jesus Christ and compassionately and share the biblical gospel. The group accomplishes this through weekly outreaches and on-campus fellowships, consisting of Bible study, evangelism and apologetics training, prayer and worship.

Chemistry and Bio-Chemistry Club

The Chemistry Club provides students with opportunities to participate in discussions and programs focused 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.

College Democrats

The Ramapo College Democrats are dedicated to representing the Democratic perspective on campus. The group encourages debate and discussion and works toward making a difference.

College Republicans

The purposes of the College Republicans club are to make executive decisions, promote the principles of the Republican Party among members of the Ramapo College campus community and the larger 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 and; and to develop political skills and

leadership abilities among Republican students in or to prepare them for future service to the Party and community.

Colleges Against Cancer (CAC)

Colleges Against Cancer is an organization focused on awareness of cancer in American society. Through programming and fundraising, the club brings awareness of cancer to Ramapo College. CAC works all year round to get the entire Ramapo community involved in their mission with events such as Pink Tie Formal, Smash the Habit Volleyball, and Karaoke for a Cure.

Collegiate DECA

Collegiate DECA is a student driven organization that values competence, innovation, integrity, and teamwork. Collegiate DECA programs assist in developing academically prepared, community oriented, professionally responsible, experienced leaders. Collegiate DECA conferences and other activities give students unique access to internships, scholarships, competition, and professional networking.

Commuter Caucus

Commuter Caucus advocates for commuter students through SGA, sets up carpool networks, hosts luncheons and breakfasts, co-sponsors fun events, and brings speaker to campus for the commuting community.

Computer and Technology Club

The Computer and Technology Club complement the Computer Science Program by bringing together students and faculty to exchange information and ideas. The club promotes a better understanding of computing and information technology through discussions, presentations and trips.

Crafting Club

The purpose of Crafting Club is to allow and inspire students of all artistic abilities to express their creativity through a variety of different projects and mediums, such as crocheting, knitting, painting, or clay. The club hopes to bring students together and promote creativity and ideas for making new projects through workshops and trips throughout the year.

Creative Media Club

The Creative Media Club is for those students interested in digital and print design. It is perfect for students interested in graphic, Web, or interactive design, film-making, communication arts, and visual communications. The club engages in many activities throughout the year, including design competitions, field trips, community service, conferences, and social events.

Culture Club

The Culture Club 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, anecdotes, recipes, and personal narratives. All submissions of cultural importance are welcomed.

Dance Company

The purpose of the Dance Company is to provide an outlet for dancers at Ramapo College and to perform and choreograph dances for the college. This club allows experienced and not-so-experienced dancers to learn different types of dances from a professional choreographer. All forms of dance are taught to provide a full spectrum of experience and opportunity.

Ramathon (Dance Marathon Club)

Ramathon, Ramapo College's Dance Marathon, will host their 4th Dance Marathon to benefit Children's Specialized Hospital through Children's Miracle Network Hospitals in 2012.

Donate Life Ramapo

Donate Life Ramapo is a club that spreads the awareness of organ donation. Organ Donation is a very important issue which not a lot of people know about. The goal of the club is to spread the word and help promote and support organ donation. You can make a difference. Join this club and help spread the word.

Dumbledore's Army

Dumbledore's Army: Ramapo Chapter is a Harry Potter fan club featuring house sortings for new members, trivia tournaments, Quidditch teams and more.

Eliminating Racism and Sexism Everywhere (E.R.A.S.E.)

The newly established club Eliminating Racism and Sexism Everywhere (E.R.A.S.E) was founded to unite all students eager to get involved and make a difference on a college campus. The group strives to end the idea of self-oppression with the club's name and aims to execute and facilitate educational events and meetings geared towards the idea that both men, female, gay, lesbian, black, white, etc. were created equal.

Ebony Women for Social Change (EWSC)

EWSC is 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.

Engineering Physics Club

TBA

Entrepreneurship Club

TBA

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.

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.

Finance Club

The primary aim of the Finance 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.

Fusion Dance Crew

Fusion Dance Crew (formally known as the hip hop dance club) was established in March of 2009. The club's style of dance is mainly hip hop, but they also incorporate other dance techniques. The club performs at as many events as possible on campus by collaborating with other clubs & organizations.

Future Teachers at Ramapo (FTAR)

FTAR is dedicated to the field of education and the profession of teaching. FTAR engages in service activities, workshops, lectures, conferences, professional organizations, and connections to experienced educators.

Global Roadrunners

The Global Roadrunners are committed to strengthening the field of International Education. In addition to organizing events, the group mentors students interested in studying abroad.

Health Awareness Team

The Health Awareness Team, formally known as (PET), is dedicated to educating the Ramapo College community about health and wellness. The group strives to support the physical, emotional, social, and spiritual wellbeing of the student population.

Hillel

Hillel 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.

History Club

The History Club is comprised of Ramapo College students who enjoy learning about history and enjoy 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.

Inter-Greek Senate (IGS)

IGS serves as the umbrella governing body for all Greek letter organizations. Elected representatives from each organization work together to provide events that promote both

Greek and campus unity. For the full listing of registered organizations see the Fraternities and Sororities section of the Student Handbook.

International Business Club

The International Business club is designed for students who want to learn more about the field and develop skills they will need to be competitive and successful in the international workplace. In an effort to expose students to the international business environment, members of the club invite speakers, host panel events and roundtable discussions and analyze case studies.

International Student Organization (ISO)

ISO 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.

Italian Club

The Italian Club is an organization that promotes the culture and issues of concern, to the Italian and Italian-American communities.

Inter-Varsity Christian Fellowship (IVCF)

IVCF 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.

KinderSmile Club

The KinderSmile Club works closely with a non-profit organization that helps provide dental care and dental education to underprivileged children. The main focus of the club is to hold events on campus and around the area to help raise awareness, and funds so that Kindersmile can treat the children and give them supplies we take for granted such as toothbrushes and toothpaste.

Literature Club

The Literature Club is 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.

Math Club

The Math Club 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.

Music Entertainment Industry Student Association (MEISA)

MEISA is a club for music majors and music enthusiasts alike looking to be more involved with the music scene.

Model U.N. Club

The Model U.N. Club 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.

Muslim Student Association (MSA)

The mission of the MSA includes creating and raising awareness and understanding of Islam on campus as well as fostering a sense of community and brotherhood/sisterhood among the students. The MSA will also promote a sense of appreciation of the core Islamic teachings to both Muslims and non-Muslims through its events and activities while providing services to facilitate a comfortable, safe, and peaceful campus environment.

Newman Catholic at Ramapo

Newman Catholic is for students who desire to enhance their understanding and practice of their faith. The organization sponsors activities that include religious services, discussion/prayer groups, outings, retreats, interfaith services, and community service locally and globally (currently in the Dominican Republic).

National Organization for the Reform of Marijuana Laws (NORML)

NORML's mission is to move public opinion sufficiently to achieve the repeal of marijuana prohibition so that the responsible use of cannabis by adults is no longer subject to penalty. The group strives to educate the public; lobby local, state and federal officials; or otherwise build support for ending the criminal prohibition of marijuana and the arrest of marijuana smokers.

Nursing Student Organization (NSO)

NSO is dedicated to providing students with first-hand information about the field of nursing through trips, guest speakers, lectures, and projects. The NSO informs underclassmen about the nursing field and provides them with advice about classes and good study habits.

Organization for African Unity (OAU)

OAU seeks to familiarize and educate the Ramapo College community about African culture through 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.

Philosophy Club

The purpose of the Philosophy 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.

Pre-Medical Pre-Health Club

The purpose of the Pre-Medical Pre-Health Club is to assist Ramapo College 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.

Press Start Video Game Club

TBA

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.

Ramapo Chorale

The Ramapo Chorale performs a rich international repertoire with a special focus on contemporary composers and world music. This vocal ensemble is comprised of committed singers from virtually every academic program on campus.

Ramapo College Dance Team

The Ramapo College Dance Team participates through the Ramapo Department of Intercollegiate Athletics.

Ramapo College Ultimate Frisbee Disc Club

The RC Ultimate Frisbee Disc Club has steadily grown in size, experience, and spirit. The Ultimate team participates in tournaments at Ramapo College as well as along the east coast.

Ramapo College Political Forum (Political Forum)

The Political Forum is Ramapo College's 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 Political 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.

Ramapo Cycling

The purpose of Ramapo Cycling is to demonstrate a healthy lifestyle through exercise, and to enable its members to meet and connect with new people who have the same interest. Cycling is not only an excellent form of exercise; it is also a fabulous international sport that is growing in popularity worldwide. Ramapo Cycling plans to organize group rides for training and have opportunities to race against other universities/colleges.

Ramapo Film Society

A club dedicated to writing, evaluating, and providing an open form of discussion and creative processing for scripts. Also included are lectures from well-known directors and trips to film festivals. Whether you're a film major or just interested in film there is something for everyone regardless of experience.

Ramapo Men's Lacrosse Club

Ramapo Men's Lacrosse Club is a sports club team.

Ramapo News

The Ramapo News is the weekly student newspaper of Ramapo College. The paper is a forum for student expression and creativity. There are numerous opportunities to write, edit, interview, sell advertising, and critique.

Ramapo Outdoor Club (ROC)

ROC'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.

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.

Ramapo Roller Hockey

The Roller Hockey club is in season from mid-October to mid-March. The club plays indoor roller hockey up and down the east coast. All games are traveling and the team plays tournament style weekends.

Ramapo College Television and Video (RCTV)

RCTV 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.

Relay For Life

Relay For Life is a committee branched off of Colleges Against Cancer, dedicated to the planning, organization and execution of the Relay For Life overnight walk. The group works together with the American Cancer Society to raise funds toward cancer research, mission and advocacy, and patient care services.

Residence Hall Association (RHA)

Residence Hall Association helps residents connect to their community on campus. RHA oversees the Residence Hall Council (RHC) of each building/area on campus. The RHC's are primarily responsible for programming opportunities and hearing the each resident's voice about possible ideas for improving the community. RHA holds bi-weekly meetings so please look for the flyers and come join us!

Rock Climbing Club

The Ramapo Rock Climbing Club main mission is to spread knowledge about the sport of rock climbing to the campus community. Club activities include climbing fundamentals, technique, and safety, as well as maintaining and improving the rock wall in the Bradley Center.

Ramapo Operation Link Up (ROL-UP)

ROL-UP 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 serves as a support network for its members, hosts educational speakers, connects students with faculty and staff, and provides students with the opportunity to have a formal mentor.

Science Fiction and Comic Book Club

The Science Fiction and Comic Book Club is for students interested in comic book collections, tabletop RPG's, Japanese animation, and science fiction. Weekly meetings are held with screenings and discussions.

Sexuality Acceptance and Freedom of Expression

SAFE is a sex and sexuality discussion group specifically geared at "alternative" sexuality. SAFE defines "sexuality" as the way in which a person chooses to express him/her/hirself sexually and "alternative" as anything that falls outside of what society deems as the "norm." SAFE provides a safe and accountable space as well as a supportive environment in which students can discuss a range of sexuality topics as well as share their own experiences (if they so choose). SAFE is open to all students regardless race, gender, sexual orientation, ability, and knowledge or experience level.

SIFE (Students in Free Enterprise)

SIFE is an international non-profit organization that works with leaders in business and higher education to mobilize university students to make a difference in their communities while developing the skills to become socially responsible business leaders. Participating students form teams on their university campuses and apply business concepts to develop outreach projects that improve the quality of life and standard of living for people in need.

Simply Science

TBA

Ski and Snowboard Club

The Ski and Snowboard Club is open to all students (new to the sport or a seasoned skier). This purpose of this club is to get students involved with the sports of skiing and snowboarding through trips and informational sessions.

Student Government Association (SGA)

This is an association whose purpose is to serve and represent the students 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. Student support and active participation is necessary for an effective student government.

Students of Caribbean Ancestry (SOCA)

SOCA is for students whose ethnic heritage stems from the Caribbean and/or who are interested in Caribbean culture. This organization seeks to promote an understanding of

Caribbean culture which has influenced the development of this country in many ways that are not widely known.

Social Justice Coalition

The Social Justice Coalition seeks to encourage and strengthen collaboration among student clubs, organizations and individual members of the campus community by providing a structured forum to promote more effective communication and an efficient use of campus resources. SJC members also design events and awareness campaigns grounded in the values on which the organization is based. These values include deconstructing all forms of oppression and advocating for a safe campus environment where every member of our community feels valued and empowered to express a range of self-identities on the basis of ability, academic interest, age, class, ethnicity, gender expression and identity, progressive political action, religious and spiritual affiliates, race, and sexual orientation, etc.

Social Work Club

The Social Work Club 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.

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.

Sociology and Criminology Club

TBA

Study Club

The Study Club was founded on the principle that group study is the most beneficial method toward academic success. The club is designed for students to share their most successful academic strategies and to assist each other with homework challenges in classes where the content might present less difficulty for another club member. The Student Club provides fun and friendship in a supportive environment where students may assist each other in reaching their best potential.

Technology Animation Studies Club

This club is for all Pokemon fans and more who wish to celebrate their nerdiness and in a friendly environment with people like themselves.

Transfers Unite

The purpose of Transfers Unite is to unify both transfer students and non-transfer students alike to help ease the transition of transfer students into a new college environment and to encourage their involvement in the Ramapo College community by providing an outlet for social networking and the means to accomplish it.

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. It is a social, cultural and educational organization united by a common interest in and focus on Asia.

Veteran Student Organization (VSO)

VSO is an organization for veterans, friends and family of veterans, and people who support our veterans.

Visual Artists Society

The Various Artists Society 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.

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.

Yearbook

The Yearbook is responsible for capturing the year's events in the *Arch*. Members collect and contribute photography, art work and creative writing, and work with advisors and the publisher to layout and produce the yearbook. All students, regardless of their experience, are encouraged to join.

Yoga Experience

The Yoga Experience 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.

You're Not Alone – Anti-Bullying Club

The "You're Not Alone" Anti-Bullying Club is a group of passionate students who are determined to help prevent bullying, and give people advice as to how to cope with such torment. The club recognizes that intimidation has become a serious issue in society, and takes steps to facilitate awareness and provide support.

Young Americans for Liberty (YAL)

The mission of Young Americans for Liberty (YAL) is to train, educate, and mobilize youth activists committed to "winning on principle." The group's goal is to cast the leaders of tomorrow and reclaim the policies, candidates, and direction of our government.

Honor Societies

The College values academic achievement and student service. It fosters these values by providing students with opportunities to join honor societies that acknowledge students whose

academic accomplishments and/or service have been exemplary and who meet the criteria for membership established by these national and local organizations.

Alpha Psi Omega

Alpha Psi Omega is 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.

Alpha Lambda Delta

Alpha Lambda Delta is an honor society that recognizes those students in their first year who have succeeded in maintaining a 3.5 or higher GPA, or are in the top 20% of their class. Alpha Lambda Delta's mission is to "encourage superior academic achievement...to promote intelligent living and a continued high standard of learning, and to assist students in recognizing and developing meaningful goals for their unique roles in society."

Beta Beta Beta

Beta Beta Beta is 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.

Beta Gamma Sigma

Beta Gamma Sigma is the leading international business administration honor society serving business programs accredited by AACSB International - The Association to Advance Collegiate Schools of Business. Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International. Upon induction, students pledge their commitment to "honor, wisdom and earnestness". At Ramapo College and long afterward, membership provides access to networking and career-building events.

Chi Alpha Epsilon

Chi Alpha Epsilon was 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

Chi Alpha Sigma

Chi Alpha Sigma honors those student-athletes who have earned a varsity letter while

maintaining a 3.4 or better GPA by their junior and senior years. Chi Alpha Sigma recognizes and honors high academic scholarship of college athletes at four-year accredited colleges and universities as well as recognizes the outstanding academic achievement intercollegiate varsity student-athletes. It also serves to foster and encourage good citizenship, moral character, and friendship among the high academic achievers in college athletics, while acknowledging student athletes who mentor and provide leadership to other athletes. Chi Alpha Sigma recognizes and honors the individual athlete, their team, sport, athletic department, and college or university.

Delta Mu Delta

Delta Mu Delta 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.

Golden Key

Golden Key is the world's premier collegiate honor society. Golden Key is the first global honor society, now with over 370 chapters in 7 countries. In the U.S., we have nearly 300 chapters and established networks with national, regional, and campus presences. We recognize academic excellence and provide tangible value to our student members, advisors, recent alumni, and partners while positively impacting their lives and society.

Kappa Delta Pi

Kappa Delta Pi (KDP) is the only honor society 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: A dynamic community of exceptional educators committed to promoting excellence in the education profession by recognizing and advancing scholarship, leadership, and service.

Lambda Pi Eta

Lambda Pi Eta is 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.

National Society of Collegiate Scholars (NSCS)

An academic honor society with an emphasis on community and civic engagement requires participation in NSCS service and academic events throughout the year.

Omicron Delta Epsilon

Omicron Delta Epsilon is an international economics honor society that provides special recognition for outstanding economics students. The objectives of Omicron Delta Epsilon are recognition of scholastic attainment and the honoring of outstanding achievements in economics; the establishment of closer ties between students and faculty in economics within colleges and universities, and among colleges and universities; the publication of its official journal, *The American Economist*, and sponsoring of panels at professional meetings.

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.

Order of Omega

Order of Omega 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.

Phi Alpha (Theta Delta Chapter)

The Purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

Phi Alpha Delta

Phi Alpha Delta is an international fraternity of pre-law and law school students that 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.

Phi Alpha Theta

Phi Alpha Theta is an international history honor society 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.

Phi Beta Delta

Phi Beta Delta is 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.

Phi Delta Epsilon

Phi Delta Epsilon is an international medical fraternity, guided by the precepts of philanthropy, deity, and equity. This organization 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.

Phi Lambda Upsilon

Phi Lambda Upsilon was founded in 1899 as a national honor society dedicated to the promotion of high scholarship and original investigation in all branches of pure and applied chemistry. Student members are elected annually on the basis of their exceptional academic achievement and promise in the field of chemistry.

Pi Mu Epsilon

Pi Mu Epsilon (PME) 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 students in academic institutions.

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.

Psi Chi

Psi Chi, founded in 1929, is a national honor society in Psychology. This organization 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.

Sigma Delta Pi

Sigma Delta Pi, established on November 14, 1919, is a national collegiate Hispanic honor society. 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.

Sigma Tau Delta

The purposes of Sigma Tau Delta 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.

Sigma Xi, Scientific Research

Sigma Xi is a scientific research honor society dedicated to the encouragement of research in pure and applied science. Election to the society provides recognition of achievements in research and/or promise of future research accomplishments.

Fraternities and Sororities 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 in order 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: 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 Center for Student Involvement (SC-200).

FRATERNITIES

AXP

Name: Alpha Chi Rho

Colors: Red and Gray

National Website: www.alphachirho.org

Founded: 1895

Chapter: Xi Chi Phi

Establishment at Ramapo: 1993

ΑΕΠ

Name: Alpha Epsilon Pi

Colors: Blue and Gold

National Website: www.aepi.org

Founded: 1913

Chapter: Rho Sigma

Establishment at Ramapo: 1991

ΑΦΔ

Name: Alpha Phi Delta

Colors: Purple and White

National Website: www.apd.org
Founded: 1914
Chapter: Gamma Pi
Establishment at Ramapo: 1989

KΣ

Name: Kappa Sigma
Colors: Red and Green
National Website: www.kappasigma.org
Founded: 1869
Chapter: Pi Nu
Establishment at Ramapo: 2008

ΛΘΦ

Name: Lambda Theta Phi
Colors: Brown and White
National Website: www.lambda1975.org
Founded: 1975
Chapter: Beta Phi
Establishment at Ramapo: 2004

ΦΚΣ

Name: Phi Kappa Sigma
Colors: Black and Old Gold
National Website: www.pks.org
Founded: 1850
Chapter: Omicron
Establishment at Ramapo: 2002

ΠΚΑ

Name: Pi Kappa Alpha
Colors: Garnet and Old Gold
National Website: www.pikes.org
Founded: 1868
Chapter: Colony
Establishment at Ramapo: 2010

ΨΣΦ

Name: Psi Sigma Phi
Colors: Black, Silver, and White
National Website: www.psisigmaphi.org
Founded: 1990
Chapter: Zulu Zeta
Establishment at Ramapo: 2001

TΔΦ

Name: Tau Delta Phi
Colors: Navy Blue and White
National Website: www.taudelt.net
Founded: 1910
Chapter: Delta Iota
Establishment at Ramapo: 1993

TKE

Name: Tau Kappa Epsilon
Colors: Cherry Red and Gray
National Website: www.tke.org
Founded: 1910
Chapter: Sigma Upsilon
Establishment at Ramapo: 1991

ZBT

Name: Zeta Beta Tau
Colors: Blue
National Website: www.zetabeta.org
Founded: 1898
Chapter: Zeta Delta
Establishment at Ramapo: 1989

SORORITIES

AKA

Name: Alpha Kappa Alpha
Colors: Pink and Green
National Website: www.aka1908.com
Founded: 1908
Chapter: Rho Gamma
Establishment at Ramapo: 2007

AOΠ

Name: Alpha Omicron Pi
Colors: Cardinal
National Website: www.alphaomicronpi.org
Founded: 1897
Chapter: Alpha Nu
Establishment at Ramapo: 2011

BKΣ

Name: Beta Kappa Sigma
Colors: Black, Sterling Silver, and Pure Gold
National Website: www.betakappasigma.net
Founded: 2001

Chapter: Alpha
Establishment at Ramapo: 2001

ΔΦΕ

Name: Delta Phi Epsilon
Colors: Royal Purple and Pure Gold
National Website: www.dphie.org
Founded: 1917
Chapter: Alpha Phi
Establishment at Ramapo: 1991

ΛΤΩ

Name: Lambda Tau Omega
Colors: Royal Blue and Light Gray
National Website: www.lto1988.org
Founded: 1975
Chapter: Ever Zeta
Establishment at Ramapo: 2007

ΛΘΑ

Name: Lambda Theta Alpha
Colors: Maroon and Gray
National Website: www.lambdalady.org
Founded: 1975
Chapter: Mu
Establishment at Ramapo: 1992

ΜΣΥ

Name: Mu Sigma Upsilon
Colors: Baby Blue and White
National Website: www.msu1981.org
Founded: 1981
Chapter: Emeritus
Establishment at Ramapo: 2000

ΩΦΒ

Name: Omega Phi Beta
Colors: Black, Forest Green, and Gold
National Website: www.omegaphibeta.org
Founded: 1989
Chapter: Colony
Establishment at Ramapo: 2010

ΩΦΧ

Name: Omega Phi Chi
Colors: Pink and Black
National Website: www.omegaphichi.org

Founded: 1988
Chapter: Eta
Establishment at Ramapo: 1999

ΣΔΤ

Name: Sigma Delta Tau
Colors: Café au Lait and Blue
National Website: www.sigmadeltau.com
Founded: 1917
Chapter: Gamma Rho
Establishment at Ramapo: 1991

ΣΣΣ

Name: Sigma Sigma Sigma
Colors: Royal Purple and White
National Website: www.sigmasigma.org
Founded: 1898
Chapter: Eta Nu
Establishment at Ramapo: 2000

ΘΝΞ

Name: Theta Nu Xi
Colors: Lavender, Carolina Blue, and Black
National Website: www.thetanuxi.org
Founded: 1997
Chapter: Alpha Theta
Establishment at Ramapo: 2009

ΘΦΑ

Name: Theta Phi Alpha
Colors: Silver, Gold, and Blue
National Website: www.thetaphialpha.org
Founded: 1912
Chapter: Beta Sigma
Establishment at Ramapo: 1993

ADMINISTRATION AND FINANCE /CHIEF PLANNING OFFICER

Dr. Dorothy Echols Tobe, Chief Planning Officer

Location: Birch Mansion-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 assists 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 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/matters; employee benefits and payroll. The following units within this division are of particular interest to students: Department of Public Safety, Office of Facilities Management, Business Services, Department of Human Resources, Business Continuity, Environmental Health and Safety, Sodexo (the campus dining service), and Follett (the campus store).

Campus Store

Vendor: Follett Higher Education Group

Teresa King, Store Manager

Location: Scott 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, used, digital and rentable textbooks, is offered at the start of every semester. Textbooks can be purchased at the store or purchased on the website at www.ramapo.bkstr.com.

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

Dining Services

Vendor: Sodexo

Jeffrey R. Dannhardt, General Manager

Locations:

Birch Tree Inn, Student Center, Extension: 7162

Catering Services, Student Center, Extension: 7772

Convenience Store, Trustees Pavilion, Extension: 4446

Curtain Call Café, Berrie Center, Extension: 7895

Pavilion Dining, Trustees Pavilion, Extension: 7805

The Atrium, Student Center, Extension: 7773

Atrium: This retail (cash) operation features diverse offerings to suit every need. *Sky Ranch Grill* offers burgers, chicken, and Portobello sandwiches made-to-order. *Pete's Arena* is a quick service pizzeria serving pizza, pasta, breadsticks, hot sandwiches, and calzones. *Sub-Connection* offers a wide variety of hot and cold subs on freshly baked rolls. *Hometown* offers hot and cold entrees prepared to order. "Simply to 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. Students 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 location is a "We Proudly Brew Starbucks" coffee house which offers an array of made-to-order premium coffee items, "Simply to Go" items and assorted pastries. Flex Dollars, Ramapo Dollars and cash are accepted at this location.

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

Convenience Store: The Convenience Store is located in the Trustees Pavilion. This facility offers basic necessities such as laundry detergent, toiletries, and limited household items, as well as convenience foods such as snacks, beverages and frozen entrees.

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

<http://www.ramapodining.com/>

Office of Facilities Management

Ronald Martucci, Director

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

The Office of Facilities Management 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. Residents are asked to contact their hall office if they have work requests.

Department of Human Resources

Bill Stovall, Director

Location: D-108, Extension 7506

The Department of Human Resources provides a broad spectrum of personnel services to faculty, staff, and student employees. The major goals of the Department of Human Resources are to assist management in the most effective use of the College’s human resources, and to maximize the potential of employees. The Department of Human Resources provides a full spectrum of personnel services, on a strategic and administrative level, to faculty, staff, and student employees in order to support the mission of the College while providing value to each individual. The Department supports the College’s commitment to cultural diversity through efforts to recruit and retain a diverse population. By providing training and development opportunities, the Department supports an employee’s ability to succeed in a complex and changing environment. In addition, the Department handles other aspects of human resources functioning such as; benefits administration, management of employee services and records, classification and compensation, and the administration of employee and labor relations for classified staff.

Environmental Health and Safety

Gina Mayer-Costa, Director

Location: Lodge 118, Extension: 7531

Environmental Health and Safety assists the College in complying with applicable environmental, safety, and fire regulations. Compliance is achieved through training programs, written plans, inspections, and working closely with various departments on campus. Environmental Health and Safety is also actively involved with emergency planning and preparedness for the campus.

Department of Public Safety

Vincent Markowski, Director

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

The Department of 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. Additionally, officers will enforce moving and parking violations on campus. Students are encouraged to report all crimes – actual, attempted, or suspected – as well as any other emergencies.

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

In addition to being trained in campus safety procedures, Public Safety Officers have had First Aid, CPR, defibrillator training, alcohol assessment training, as well as training in working within a diverse student population. The Department of Public Safety maintains statistics on all reported campus crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and publishes a yearly report that is available in public places throughout the campus and online.

Students 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 Department of Public Safety.

INSTITUTIONAL ADVANCEMENT

Cathleen Davey, Vice President and Executive Director of the Ramapo College Foundation

Location: Birch Mansion-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, Business Partners and the Friends of Ramapo Board to acquire funds for scholarships, faculty development, cultural programs, networking opportunities 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 Celebration at Sunset for graduating seniors and their families. Throughout the academic year, the Foundation supports experiential learning programs in each of the college's five schools. Employment opportunities for students are available in the division as Annual Fund callers and through work study. In addition, the division is a resource to students for private scholarships and for the faculty for Allocations Grants for research or attendance at conferences.

Office of Communications and Public Affairs

Anna Farneski, Assistant Vice President

Location: D-211, Extension: 7602

The Office of Communications and Public Affairs oversees college-wide public relations, publications, marketing, advertising, photography and photocopying. The office develops public relations, media, 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 staff 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 this 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. Students can find comprehensive information about Ramapo College and access to both the My Ramapo portal and Web for Students on the Campus Communications website (<https://www.ramapo.edu/communications/>).

Office of Events and Conferences

Deborah Spina, Director of Scheduling/Events and Conferences

Location: D-104, Extension: 7590

The Office of Events and Conferences coordinates all scheduling and support services for administrative, faculty, staff, student, and external use of non-residential, indoor and outdoor College space for meetings, social events, entertainment, conferences, etc. This consists of scheduling space for student clubs and organizations on campus, including the Berrie Center, the Bradley Sports and Recreation Center, Salameno Spiritual Center, table space in the Scott Student Center and the C-Wing (Fishbowl) lounge, and outdoor spaces such as the Bandshell and Roadrunner Courts. Available and scheduled room reservations may be viewed on RESSOnline at <http://ress.ramapo.edu/ress/reslist.asp>. Policies and forms may be found on the Events and Conferences web site: www.ramapo.edu/conferences.

COLLEGE POLICIES AND PROCEDURES

ACADEMIC CALENDAR

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

<http://www.ramapo.edu/academics/calendars/index.html>

ACADEMIC INTEGRITY POLICY

All members of the community are expected to be honest and forthright in their academic endeavors. Since violations of academic integrity erode community confidence and undermine the pursuit of truth and knowledge at the College, academic dishonesty must be avoided.

Responsibilities

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

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

Students have the responsibility to understand the Academic Integrity Policy and to comply with the policy in their academic work.

Criteria

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

1. Cheating:

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

- copying from another student's work;
- allowing another student to copy his/her work;
- using unauthorized materials such as textbook, notebook, or electronic devices during an examination;
- using specifically prepared materials, such as notes written on clothing or other unauthorized notes, formula lists, etc., during an examination;

- collaborating with another person during an examination by giving or receiving information without authorization from the instructor;
- taking a test for another person or asking or allowing another to take the student's own test.

2. **Plagiarism:**

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

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

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

3. **Academic Misconduct:**

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

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

4. Fabrication:

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

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

Reporting

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

Hearing Process

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

Resolution by the faculty member

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

Integrity Policy) and, if responsible, a sanction. Sanctions may include requiring students to redo the assignment or to retake the exam with or without penalty, assigning a failing grade on the assignment or the exam, or assigning a failing grade for the course. The faculty member may also recommend that a student seek the support of the Center for Reading and Writing. The faculty member is urged to report the finding and the sanction on the reporting form and to submit it with all supporting documents to the Vice Provost. If, once the case is reported, the Vice Provost determines that the student has been found responsible for a prior offense, the Vice Provost may refer the case to the Academic Integrity Board for review. The finding and the sanction of the Academic Integrity Board overrides the finding and the sanction of the faculty member.

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

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

Resolution by the Vice Provost

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

Resolution by the Academic Integrity Board

The Academic Integrity Board will hear all cases of students found responsible for prior offenses as well as all other cases that, because of their egregiousness, may result in Suspension or Expulsion from the College. In addition, the Vice Provost (or designee) reserves the right to send to the board for review any case at any time for any reason. The board will be comprised of five members: two matriculated students and three faculty and/or professional staff. A quorum consists of three members of the board. The Vice Provost (or designee) will provide the student with the option to meet prior to the hearing to present the evidence and to review the policy and procedure. At the hearing, the Vice Provost (or designee) will serve as Board Advisor and, in that capacity, will present evidence, comment on procedure and admissibility of evidence, manage the hearing, and protect the rights of all parties. In addition, the Board Advisor has the right to remove from the hearing any individual who disrupts the hearing or otherwise fails to follow the procedures outlined in this policy. The Board Advisor will be present during the deliberations of the board but will not vote. The board will hear testimony from, and pose questions to, the student, the complainant, and any witnesses. The student will in turn have an opportunity to question anyone who provides information at the hearing and to respond to any evidence presented against him/her. After the hearing, the board will issue a finding (responsible or not responsible for violating the Academic Integrity Policy) and, if responsible, a sanction. Sanctions may include Suspension or Expulsion as well as the imposition of lesser sanctions as appropriate. Failure to comply with sanctions by the prescribed time may result in a registration hold or other disciplinary action.

Procedural Protections

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

1. The student will receive, in addition to the reporting form, written notice of the charges that is dated at least three (3) business days prior to any scheduled hearing with the Vice Provost (or designee) and seven (7) business days prior to any scheduled hearing with the Academic Integrity Board. A student may relinquish his or her right to the notification period by signing and executing a waiver with the Office of the Provost. All correspondence will be sent to the student's Ramapo College e-mail address. It is the responsibility of the student to access his/her electronic mail on a daily basis.
2. The student will have reasonable access to the case file prior to and during the hearing, provided that all reviews of files must take place in the Office of the Provost. All case materials shall be retained in the Office of the Provost.
3. The burden of proof shall be upon the complainant, who must establish that the person charged is responsible for the conduct violation "more likely than not" based on the credible evidence. This "preponderance of the evidence" standard is a lower one than the "beyond a reasonable doubt" standard employed in criminal prosecutions within the court system.

4. The student has the right to remain silent and not to present evidence against him/herself.
5. The student has the opportunity both to question those who provide information at the proceeding and to respond to any information being presented against her/him. Formal rules of evidence shall not be applicable pursuant to the Code of Conduct. The Hearing Officer or Board Advisor, as applicable, shall give effect to the rules of confidentiality and privilege but shall otherwise admit all information for consideration that reasonable persons would accept as having material value. Unduly repetitious or irrelevant information may be excluded.
6. Any member of the College community may, upon showing relevance and necessity, request witnesses to appear at a hearing conducted by the Vice Provost or the Academic Integrity Board. Character witnesses are not permissible in campus disciplinary proceedings. It is the responsibility of the complainant and the charged student to notify the Vice Provost, by fax, electronic mail, or in writing of the persons they wish called as witnesses at least three (3) business days before the proceeding. The Vice Provost will notify students who are identified as witnesses that their appearance is 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 Vice Provost. Students who refuse to appear as witnesses for either the complainant or the charged student may be charged with "failure to comply with the directions of College officials, including campus Public Safety officers, or officers of the law, acting in performance of their duties (Code H.17)." Witnesses will be excluded from the proceeding during the testimony of other witnesses. All parties to the case, witnesses, and the public shall be excluded during any deliberations determining responsibility or sanctions.
7. A student charged with alleged violations, complainants, and witnesses may be accompanied by an advisor, who may be an attorney, to the hearing. An advisor may provide counsel to the student but may not speak on his/her behalf nor appear in lieu of the student. A student who wishes to have an attorney as an advisor must inform the Vice Provost, in writing by fax, electronic mail, or by telephone at least three (3) business days before the scheduled hearing. When informed that an attorney will be present at the proceeding, the College may consult with the New Jersey State Attorney General's Office for advice on whether legal counsel for the College should also be present.
8. In accordance with current guidelines established in the Family Educational Rights and Privacy Act (FERPA), the New Jersey Open Public Records Act (OPRA) and implemented by Ramapo College, the record of most disciplinary proceeding's findings is not open to the public.
9. In cases in which a student charged does not appear after proper notice and has no justifiable reason for non-appearance, the finding will be an "uncontested admission of violation," and an appropriate sanction will be imposed.

10. A student will be subjected to the College's judicial process if the alleged violation occurred while s/he was a registered student. In cases where a student charged withdraws from the College prior to the disciplinary proceeding, the judicial process will not be deferred.
11. Hearings will not be postponed unless under unusual circumstances set forth in the "Justifiable Excuse" policy for non-appearance. The policy is available in the Office of the Provost. The process is designed to be educational in nature and support the student speaking for herself/himself; therefore, only the responding student may make a request to postpone a hearing. Requests by third parties, including counsel, will not be considered.
12. Where Suspension or Expulsion is a possible sanction, proceedings will be tape-recorded. Other proceedings may be recorded at the discretion of the College. These recordings are solely for the purpose of providing assistance to the Hearing Officer, the members of the Academic Integrity Board, and the appeals officer in their deliberations. These recordings remain the property of the College and constitute an official record of the proceeding.
13. Final decisions and a listing of any sanctions imposed will be noted by the Hearing Officer or the Board Advisor, who will be responsible for ensuring such information is conveyed in writing to the charged student and to all others as deemed necessary or appropriate. The finding will be e-mailed to the charged student no later than ten (10) business days following the date of the hearing. Notification of others with a need or right to know under the law will only take place after all possible appeal processes have upheld the finding.

College Honors Program

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

Final Grades

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

Repeat/Fail (RF) Option

A student will not be granted an RF for a course in which he/she failed due to violating the Academic Integrity Policy.

Appeal Procedures

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

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

The following procedures apply to appeals:

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

Retention of Records

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

ACADEMIC STANDING

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

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

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

The standards used and the actions prescribed are as follows:

- Students who have a cumulative GPA below 2.00 for ONE semester are placed on academic warning.
- Students who have a cumulative GPA below 2.00 for TWO consecutive semesters are placed on academic probation.
- Students who have a cumulative GPA below 2.00 for THREE consecutive semesters are suspended from the College for one full fall or spring semester.

Procedures for Determining Academic Standing

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

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

Students Placed on Academic Warning or Academic Probation

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

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

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

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

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

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

Academic Suspension

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

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

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

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

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

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

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

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

Reinstatement and Readmission following Academic Suspension

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

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

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

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

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

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

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

Upon a successful appeal, a student will be conditionally reinstated/readmitted and placed on Continued Probation. The Dean or Vice Provost may stipulate additional conditions beyond the minimum standards cited below. He/she will be required to regularly meet with his/her CAAFYE advisor and may be advised to take a lower credit load. At the end of the semester for which a student was conditionally readmitted:

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

If the office hearing the appeal renders an opinion that does not support the student's reinstatement/readmission appeal, the student may petition for a review by the Office of the Provost/Vice President for Academic Affairs. The petition is initiated by the submission of a written statement (submitted by email or certified letter) by the student that explains his/her position and includes any evidence that contradicts the hearing office's decision or contains

information that had heretofore been unavailable. The Provost (or his/her designee) reserves the right to hear the petition and will reject any request for review that does not offer clear evidence that the hearing office made a factual mistake, violated school policy, or otherwise acted outside the purview of the hearing office.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

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

In order to arrange classroom, testing, or any other education-related accommodations, students with physical, learning, and/or psychological impairments need to register with the Office of Specialized Services (OSS), which facilities equal access to the programs and activities at Ramapo College in compliance with Section 504 and the ADA. Students must initiate contact with OSS to request appropriate accommodations. 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.

Any student with a disability who believes that s/he has been the victim of discrimination may file a complaint under the New Jersey Policy Prohibiting Discrimination, Harassment, or Hostile Environment. The aforementioned policy and complaint procedure is published in the Student Handbook. Further information may be obtained by contacting the Office of Affirmative Action and Workplace Compliance at 7656 or 7540.

AIDS/HIV

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

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

ALCOHOL AND OTHER DRUG POLICY

Ramapo College is committed to providing a safe and healthy learning environment for all members and maximizes the academic and social development of students. The College believes that a student's development is negatively affected by the use of illegal drugs and the irresponsible consumption of alcohol. All students have the right to engage in curricular and

co-curricular activities without interference from others who are under the influence of alcohol and/or other drugs. In addition, the unlawful and abusive use of alcohol interferes with the College's goals aligned with teaching and learning. Substance abuse may lead to criminal activity, property damage, and other risky behaviors. The purpose for the Alcohol and Other Drugs is to define and communicate, to all members of the College, acceptable and unacceptable behavior with regards to alcohol and other drugs and the sanctions for policy violations.

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

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

The above mentioned publication also includes a description of how to explore free, confidential counseling resources on campus. Counseling Services are available to students through the Center for Health and Counseling Services, D-216, 201.684.7522, or further information can be found online; <http://www.ramapo.edu/students/counseling/index.html>.

Alcohol Laws

As of January 1, 1983, New Jersey state law 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 misstates his/her age, or a person of legal age who purchases alcohol for an underaged person(s) faces a conviction of a disorderly persons offense, which incurs a fine of not less than \$500 and loss of license for six months. In addition, underaged persons may be required to participate in a state-sponsored alcohol education program.
- C. Offering Alcoholic Beverages to Underage Person (N.J.S.A. 2C:33-17) – Anyone who purposely or knowingly offers or serves or makes available an alcoholic beverage to a person under the legal age for consuming alcoholic beverages or entices or encourages that person to drink an alcoholic beverage is a disorderly person. This subsection shall not apply to a parent or guardian of the person under legal age for consuming alcoholic beverages if the parent or guardian is of the legal age to consume alcoholic beverages or to a religious observance, ceremony or rite.

- D. Transfer of ID (N.J.S.A. 33:1-81.7) – Someone who is underaged and uses another person’s ID card to obtain alcohol, or someone of legal age who gives his/her ID card to an underage person so that s/he can obtain alcohol, faces a fine of up to \$300 or up to 60 days in jail.
- E. False ID (N.J.S.A. 2C:21-2.1 d) – A person who knowingly possesses a document or other writing which falsely purports to be a driver’s license, birth certificate or other document issued by a governmental agency and which could be used as a means of verifying a person’s identity or age or any other personal identifying information is guilty of a crime in the fourth degree.
- F. Host/Hostess Liability – A host or hostess who serves alcohol to a minor can be held liable for injuries and damages caused by the minor in a motor vehicle accident. Under a 1984 New Jersey Supreme Court decision, Kelly vs. Gwinnell, a host or hostess who serves alcoholic beverages to an adult guest, knowing that the guest is intoxicated and will soon be driving, can also be held liable for injuries inflicted on a third party if that guest is involved in a motor vehicle accident.
- G. Driving While Intoxicated
 - 1) Operating Motor Vehicles While Under the Influence of Intoxicants (N.J.S.A. 39:4-50)

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

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

 - a. For the first offense, there are additional fines and charges of at least \$500 (bringing the total minimum charges for a first offense to \$3,500); loss of license for 3-12 months with mandatory installation of an ignition interlock system during and after license suspension; and a requirement to spend 12-48 hours in an Intoxicated Driver Resource Center. A first-time offender also faces a possible 30-day jail term.
 - b. For a second offense, there are additional fines and charges of at least \$720 - \$1000; loss of license for 2 years with mandatory installation of an ignition interlock system during and after license suspension; a requirement to perform 30 days of community service and to spend 48 hours in an Intoxicated Driver Resource Center. Also, there is a possible 90-day jail term.
 - c. For a third offense, additional fines and charges of at least \$1,220; loss of license for 10 years with mandatory installation of an ignition interlock system during and after license suspension; and a 180-day jail term. The insurance surcharge for a third-time offender is \$1,500 per year for three years. These fines and charges do not include court and legal fees.
 - 2) Driving While License Is Suspended Due to DWI (N.J.S.A. 39.3-40) – If a person is found driving while his/her license is suspended due to a conviction for Driving While Intoxicated, that person upon conviction again shall be fined \$500, shall have his license to operate a motor vehicle suspended for an additional period of not less than one year nor more than two years, and may be imprisoned in the county jail for not more than 90 days. Second and subsequent convictions for driving during a license suspension carry additional penalties including revocation of motor vehicle registration.

- 3) Refusal to Take the Breathalyzer Test (N.J.S.A. 39:4-50.4a) – Refusal to take the breathalyzer test where there is probable cause for arrest for DWI will result in up to 10 year loss of license, a fine of \$300-\$1000, and an obligation to satisfy the requirements of an alcohol education or rehabilitation program. A person can also be convicted of DWI without the results of a breathalyzer test. In that case, s/he will suffer all the additional fines and penalties specified for the DWI conviction.

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

Township of Mahwah

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

Alcoholic Beverages at Campus Events

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

- A. If alcohol is to be served and no money is changing hands, only a Ramapo College Alcohol Permit is required. A copy of the application must be obtained in the Office of Events and Conferences (D-104) or at <http://www.ramapo.edu/conferences/forms-policies/docs/ALCOHOL-PERMIT-APPLICATION-050710.pdf>. Permits will be emailed to the sponsor as well as the Department of Public Safety and Dining Services. All events at which alcohol is to be sold or served must be reviewed by the Office of Events and Conferences or, as appropriate, the Major Events Committee.
- B. If alcohol is to be sold, or where any transfer of money takes place, the sponsor of the event must secure a Special Permit for Social Affairs from the New Jersey

Division of Alcoholic Beverage Control and a Ramapo College Alcohol Permit. The application for the ABC permit must be submitted at least two weeks before the event to their Trenton office, be accompanied by a fee, and have the signatures of authorized College and local officials. The final permit from the New Jersey Alcohol and Beverage Commission must be submitted to the Director of Scheduling/Events and Conferences at least 24 hours before the event. Details about the State permit process are available in the Office of Events and Conferences.

- C. Alcohol permits (College and/or N.J. Division of Alcoholic Beverage Control) and a copy of this policy must be prominently displayed at the bar where the alcohol is being dispensed/sold.
- D. New Jersey State law requires that all advertising, tickets, etc., which contain references to the sale of alcohol include the permit number that will be issued.
- E. In cases where students or others under the age of 21 are likely to be present, Public Safety Officers and/or Mahwah Police officers will oversee the process of proofing guests; professional bartenders will sell/serve the alcohol at events for which either permit has been obtained. Bartenders are allowed to serve only those wearing wristbands and may request additional proof of age as they deem necessary. No bartender will serve anyone who appears intoxicated.
- F. In cases where all guests at an event will be over the age of 21, the sponsor must agree to carefully monitor the events according to this policy to ensure all those who purchase or consume alcohol are of legal age, and that there is no excessive drinking or public drunkenness. In addition, the sponsor must agree to read and become familiar with any other information provided by the Office of Events and Conferences at the time the permit is obtained relating to the monitoring of events at which alcohol is served or sold.
- G. At events where students will be present or where those under the age of 21 are likely to be present, two proofs of identification (Ramapo College picture ID and either a driver's license, passport, or birth certificate) will be required. In addition, students 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. At events for which alcohol permits have been obtained and underage persons are expected, the alcohol service area will be roped off or otherwise demarked from the general event area. Alcohol may not be removed from the roped off area.
- I. Ramapo College professional staff, and/or Public Safety Officers and/or police personnel must be present at all events at which alcohol is served or sold.
- J. Non-alcoholic beverages must also be served whenever alcohol is served/sold, and must be displayed as openly as the alcohol. Food must be served in adequate amounts when alcoholic beverages are served or sold.
- K. Persons attending events at which alcohol is sold or served may not bring any alcohol to the event. The only alcohol to be consumed at a sanctioned event is to be sold/served by those charged with that responsibility. Persons arriving intoxicated from drinking elsewhere will be barred.
- L. No student activity fee money may be used for the purchase of alcoholic beverages.

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

Alcohol in College Residence Areas (Living Units)

1. Alcohol is not permitted within Pine, Linden, Pamela M. Bischoff Hall (Bischoff Hall), Nancy Mackin Hall (Mackin Hall), The Overlook, The College Park Apartments, and assigned alcohol prohibited living units in Laurel Hall and the Village. No one, regardless of age, is permitted to possess or consume alcohol in these areas.
2. At the time of an alcohol violation, all alcohol and containers will be confiscated and properly disposed of regardless of the age of the occupant or the designation of the living unit as alcohol allowed or prohibited.
3. Alcohol containers and paraphernalia, including but not limited to empty cans, bottles and cartons, are not permitted as room decorations in any alcohol prohibited living unit. Alcohol containers and paraphernalia, including signs, are not permitted as window decorations in any living unit.
4. If a student is of legal drinking age, s/he may transport an alcoholic beverage as long as it is in its original closed container.
5. Kegs, beer balls and multi-quart containers of alcohol are prohibited in the residence areas at all times. Students are not permitted to receive retail deliveries of alcohol.
6. Possession of grain alcohol or caffeinated alcoholic energy drinks is prohibited at all times.
7. Consumption of any form of alcohol in an open container, including but not limited to cups, cans, plastic containers or bottles, is prohibited outside a student’s living unit and/or in any outside campus area.
8. Residents holding a gathering in their living unit where an alcohol violation is taking place are considered 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 encouraging 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.
 12. Alcohol allowed housing privileges will be immediately revoked for any living unit found in violation of the Alcohol in College Residence Areas (Living Units) policy. Final status of the living unit will be determined following a disciplinary proceeding in the Office of Judicial Affairs.

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

Persons under the age of twenty-one MAY NOT:

- Be in possession of or in the presence of alcohol in any living unit.
- Permit persons to bring in or consume alcohol in their living unit.
- Carry opened or unopened alcoholic beverage containers any place on campus.
- Provide alcohol to any persons on campus.
- Possess alcohol displays made up of empty alcoholic beverage containers.

Persons twenty-one and older MAY NOT:

- Consume alcohol outside of a living unit (lobby, hallways, stairwells, grounds, etc.)
- Consume alcohol, as a guest, in an alcohol allowed living unit when a legal age resident is not present.
- Provide alcohol to others under the age of twenty-one.
- Charge in any way for alcohol consumption by others.
- Possess kegs, beer balls or paraphernalia that promotes large consumption of alcohol.
- Permit underage persons to possess or be in the presence of alcohol in their living unit.
- Possess alcohol or alcohol displays within Pine, Linden, Bischoff Hall, Mackin Hall, The Overlook, assigned alcohol prohibited living units in Laurel Hall, or any other designated alcohol prohibited living units.

Persons twenty-one and older MAY:

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

Please note:

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

Recommended Sanctions for Alcohol Violations

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

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

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

4th violation – Suspension from the College and Parental Notification

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

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

Drug Laws

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

State of New Jersey

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

Paraphernalia

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

- *Use or Possession with Intent to Use, Narcotic Paraphernalia*, (N.J.S.A. 2C:36-2) provides that such conduct carries a disorderly persons offense.
- *Distribute, Dispense, Possess with Intent to, Narcotics Paraphernalia* (N.J.S.A. 2C:36-3) provides that such conduct is a fourth degree crime.
- *Advertise to Promote Sale of Narcotics Paraphernalia*, (N.J.S.A. 2C:36-4) provides that such conduct is a fourth degree crime.
- *Delivering Paraphernalia to Person Under Eighteen Years* (N.J.S.A. 2C:36-5) provides that such conduct constitutes a third degree crime.
- *Possession or Distribution of Hypodermic Syringe* (N.J.S.A. 2C:36-6) provides that such conduct constitutes a disorderly persons offense.
- *Driving While Intoxicated* (N.J.S.A. 39:4-50) provides that a person who operates a motor vehicle while under the influence of intoxicating ... narcotic, hallucinogenic or habit-producing drugs is subject to the same penalties stated in the State of New Jersey Alcohol Laws section of the Student Handbook, including loss of license, as for a driver who is intoxicated through use of alcohol.
- *Driving While License is Suspended Due to DWI* (N.J.S.A. 39:3-40). If a person is found driving while his/her license is suspended due to a conviction for Driving While Intoxicated, that person upon conviction again shall be fined \$500, shall have his license to operate a motor vehicle suspended for an additional period of not less than one year nor more than two years, and may be imprisoned in the county jail for not more than 90 days. Second and subsequent convictions for driving during a license suspension carry additional penalties including revocation of motor vehicle registration.

Federal Laws

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

Classification of Controlled Substances

The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in five “schedules,” Schedule I being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” when compared with drugs in Schedules I-IV. Examples of Schedule I drugs are; heroin, marijuana, synthetic marijuana, and designer labeled bath salts. Cocaine and codeine are Schedule II drugs. Amphetamines and anabolic steroids are Schedule III drugs, while Barbital is a Schedule IV drug. An example of a

Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams.

Penalties for Violations of Federal Drug Laws

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

Suspension of Eligibility for Federal Student Aid

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

Recommended Sanctions for Drug Policy Violations

Drug Possession/Possession of Drug Paraphernalia

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

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

Distribution of Drugs (Without Intent of Financial Gain)

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

2nd violation – Expulsion and Parental Notification

Distribution of Drugs (With Intent of Financial Gain)

1st violation – Expulsion and Parental Notification

Factors to be considered in deciding sanctions shall include 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 Policy

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

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

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

The Office of 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.

ANIMAL POLICY

Because of safety and health hazards, students are not permitted to have animals on campus. Students in residence may have fish that are contained in a 10 gallon tank. Exceptions to this policy are made for animals that are needed by individuals to address documented disability related needs. Students who plan to have animals on campus for such purposes must consult with the Office of Specialized Services. For further information, please visit the Office of Specialized Services website: <http://www.ramapo.edu/students/oss/index.html>.

ANTI-DISCRIMINATION

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

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.

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 Lorraine Edwards, Director of Affirmative Action and Workplace Compliance, located in M-201, extension 7656 or 7540.

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, located in D-113, extension 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 College, 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).

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 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

Complainants may be 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
9. 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.

BEHAVIORAL INTERVENTION TEAM

Mission Statement

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

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

provide consultation to the community when concerns arise about a student's well-being or when there is a behavior that is potentially harmful to self and/or others or is disruptive and/or threatening. The Team will regularly assess these situations in the community and recommend actions in accordance with existing college policies. The Team does not serve as a crisis response unit, nor does it replace faculty classroom management, and/or the Department of Public Safety's response to an incident. Emergencies must be reported to the Department of Public Safety at 201.684.6666.

Team Members

- Linda Diaz; Director, Residence Life
- Dr. Judith Green; Director, Center for Health and Counseling Services
- Vincent Markowski; Director, Department of Public Safety
- Dr. David Nast; Director, Office of Specialized Services
- Dr. Samuel Rosenberg; Dean, Social Science and Human Services
- Melissa Van Der Wall; Director, Office of Judicial Affairs (chairperson)

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

Responsibilities of the Team

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

Referral Process: At times, students might be reluctant to seek assistance. Members of the community may refer students of concern to the Team through numerous channels. The Student of Concern Report is accessible on the BIT website.

<http://www.ramapo.edu/students/bit.html>. The Student of Concern Report should be downloaded, completed, and brought to the Office of Judicial Affairs, C-216. Members of the community may also contact the Team by calling or e-mailing the chairperson (Melissa Van Der Wall) at 201.684.7869 or bit@ramapo.edu.

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

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

If you believe the student or the community is in immediate danger, please contact the Department of Public Safety at 201.684.6666.

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

Potential Dispositions

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

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

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

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

Some themes and information presentation herein are based on documents created at William Paterson University, Cornell University, and The University Counseling and Advising Network (UCAN) Alert Team Statement

CANDLE POLICY

Flameless candles or incense (electric or battery operated) shall be the only acceptable method of lighted candles in all buildings on campus. Open flame candles and incense are not permitted in any campus building except for religious purposes only at the Salameno Spiritual Center.

The policy will be enforced by the State of New Jersey Fire Marshal for applicable provisions of the New Jersey State Fire Code and by the College Fire Marshal, Department of Public Safety and Office of Residence Life for applicable provisions of the College's policy.

A violation of the applicable provisions of the New Jersey State Fire Code will be issued by the State Fire Marshal via "Notice of Violation and Order to Correct" usually within 30 days to make corrections; then by penalties for violations that are not corrected with the time specified.

Any violations of the College's policy by students will be administered through the Office of Judicial Affairs. Violations by faculty and staff shall be administered in accordance with the College's disciplinary policies and procedures in conjunction with the Department of Human Resources.

Exceptions:

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

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

CODE OF CONDUCT 2012-2013

In order to protect the rights of all community members and guests, the College has established a Code of Conduct that outlines standards of behavior and means for sanctioning those who do not abide by these standards. The Code of Conduct covers the

behavior of all students and their guests³ and applies to acts committed on the Ramapo College campus, at College-sponsored events and off campus behaviors as defined in Section F.

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

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

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

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

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

Office of Residence Life – <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 or designee(s) has 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 Office. In a situation where a student's health or safety is/was very seriously endangered, the Associate Vice President for Student Affairs or designee(s) will make every attempt to notify the parent/guardian as soon as possible.

B. Filing Complaints

Complaints against students may be made by any student, employee, or guest of the College who believes the Code of Conduct has been violated. A complaint must be made in writing to the Department of Public Safety within a reasonable amount of time after the occurrence. (This will normally be construed to mean within 30 calendar days, unless unusual circumstances exist or it is an alleged crime that the college must report under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.) The complainant should include as much detail concerning the alleged violation as possible and include specific reference to the part of the Code the complainant feels was violated. The complainant must visit the Department of Public Safety (Office C-102) to complete a report. 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).

³ Anyone who is not assigned to your residence room/suite or apartment and enters (or remains in) your residence after 10:00 p.m. on any night is considered a guest. Residents and commuters will be held accountable for the behavior and/or actions of the guest(s) they are hosting.

Reports used to file a complaint or statement in the Department of Public Safety or elsewhere may be used by the Office of Judicial Affairs in the adjudication of a Residence Life or College Discipline Conference or in a College Judicial Review Board hearing. The information may become part of the general case file and may be viewed by those against whom complaints have been filed as part of their due process rights. Complaints may also be filed via the Department of Public Safety's website: <http://www.ramapo.edu/facultystaff/publicsafety/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 the Code of Conduct. A student group, organization or team and its officers or captains may be held collectively and/or individually responsible when violations of the Code of Conduct occur by those associated with the group or organization whose actions have received the consent of the groups' or organization's leaders, officers, or spokespersons. The president or identifiable spokesperson of the group who is charged with violations of the Code of Conduct will be sent a "Notice of 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 the Code of Conduct by the group or organization, or by any persons associated with the group or organization who can reasonably be said to be acting on the groups' or organization's behalf. Failure to make reasonable efforts to comply with the Associate Vice President for Student Affairs' or designee's directive shall be considered a violation of "failure to comply with the directions of College officials, including campus Public Safety Officers, or Officers of the law, acting in performance of their duties (Code H.17)."

E. Accountability of Students to Civil Authorities

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

F. Actions for Serious Crimes on Campus or Off Campus

If the College is made aware a student has been arrested, indicted, or found guilty of a crime, or when the College is notified of a student's off-campus conduct (including electronic communication) that, in the College's judgment, is sufficiently severe or pervasive that the student poses a material threat to the public safety or to ongoing operations of the campus, the College reserves the right to take administrative actions to protect the community and

may, therefore, issue an Interim Suspension from residence areas or the entire campus (see section M).

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 from campus and/or may have their campus visitation privileges revoked. College officials may file charges with the police against guests or other visitors who violate laws while on campus. Non-students who are banned from campus or have their College visitation privileges revoked have the right to appeal that determination by writing to the official who issued the ban letter. Campus hosts will be held responsible for their guests' behavior. Hosts may be charged with the violation(s) of the Code of Conduct that was committed by their guest(s).

H. Prohibited Conduct (Code of Conduct)

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

- 1a. Intentionally or recklessly causing physical harm.
- 1b. Intentionally or recklessly causing reasonable apprehension of physical harm.
- 1c. Intentionally or recklessly causing threats to do physical harm.
- 2a. Intentionally or recklessly engaging in harassment, intimidation or bullying, including physical acts, speech, writing, voicemail, e-mail, electronic communication or communication through a third party, which is sufficiently severe, pervasive and objectively offensive so as to substantially disrupt school operations or substantially undermine another student's ability to participate in or to receive the benefits, services or opportunities offered by the College and that: (i.) involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, College employment, or participation in activities sponsored by the College or organizations or groups related to the College; or (ii.) a reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students; or (iii.) creates an intimidating or hostile environment by substantially interfering with a student's education, or by materially impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community; or (iv.) as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person's property or placing her/him in reasonable fear of physical or emotional harm to her/his person or to any member of that person's family or household, or of damage to her/his property.
- 2b. Discriminatory harassment, intimidation or bullying; a student will be found responsible for discriminatory harassment, intimidation or bullying who engages in conduct described as "harassment, intimidation or bullying" which the student directs at a specific group or individual, based upon race, creed, color, national

origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression, or any other characteristic protected from discrimination by the New Jersey Law Against Discrimination, NJSA 10:5-4, which conduct substantially interferes with work, educational performance or equal access to the College's resources and opportunities.

- 3a. Unauthorized use of any weapon or realistic model of a weapon. (The definition of weapon includes those items described as such in the New Jersey Code of Criminal Justice as well as any similar instrument that has no legitimate or obvious purpose related to the College's educational program, e.g., dart guns, paintball guns, BB guns, bows and arrows, any instrument that can discharge a projectile, hunting knives, carpet knives, razor knives, and knives with blades longer than two inches, except knives related to the preparation or consumption of food or that can be legitimately described as a pocket or pen knife.)
- 3b. Unauthorized possession of any weapon or realistic model of a weapon.
- 3c. Unauthorized storage of any weapon or realistic model of a weapon.
- 3d. Unauthorized discharge of any weapon.
- 3e. Hunting or fishing anywhere on the College campus.
4. Intentionally initiating or causing to be initiated any false report or warning concerning:
 - a) the threat of fire
 - b) the presence of a bomb or of an explosion
 - c) any other emergency condition
5. Intentionally or recklessly and substantially, disrupting normal College or College-sponsored activities including, but not limited to:
 - a) presentations by invited speakers
 - b) studying
 - c) teaching
 - d) research
 - e) College administration, including 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.
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. Causing fire alarm activation due to negligent cooking, use of aerosol cans, or violating other fire other safety regulations listed in the Guide to Community Living.
11. Intentionally furnishing false information to the College, a College official, or officer of the law, verbally or in writing.
- 12a. Forgery of any College document or instrument of identification.
- 12b. Unauthorized alteration of any College document or instrument of identification.
- 12c. Unauthorized use of any College document or instrument of identification.
13. All forms of academic dishonesty including cheating (including using unacknowledged electronic sources), fabrication, facilitating academic dishonesty, and plagiarism. (Students charged with a violation of this section of the Code of Conduct are subject to the procedures outlined in the Academic Integrity policy which is published in the Student Handbook and in the College Catalog.)
14. Intentionally and substantially interfering with rights of privacy or the freedom of expression of others.
- 15a. Theft of property or services.
- 15b. Attempted theft of property or services.
- 15c. Acting as an accessory in the theft of property or services.
- 15d. 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 or threatening to destroy or damage the property of others.
17. Failure to comply with the directions of College officials, including campus Public Safety Officers, or Officers of the law, acting in performance of their duties.
18. Violation of published Federal, State, or local laws or of College regulations or policies. (Such regulations or policies may include 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, surveillance of, 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 (on-campus), or placing graffiti on walls, doors, or other College or privately owned property.
23. Hazing, including organizing, engaging in, facilitating, or promoting any conduct which places or may place another person in danger of bodily injury. (The consent of those hazed will not be accepted as a defense.) Hazing and aggravated hazing are also crimes punishable under the provisions of Title 2C of the Statutes of the State of New Jersey. Failure to comply with any of the standards or requirements outlined in the Pledge's Bill of Rights (developed by the Attorney General of the State of N.J. pursuant to N.J.S.A. 18A: 3-24 et. seq.) will be considered a violation of this section of the Code of Conduct. Subsequent changes in hazing laws are automatically included in the Code of Conduct upon their adoption.
- 24a. Computer misuse, including but not limited to, hardware theft or fraud, duplicating copy-protected software, unauthorized use, subverting restrictions, and plagiarizing class programs, cyber-harassment, and invasion of privacy through electronic or digital means. (Specific rules governing the use of computers and computer labs on campus are developed and distributed by the Information Technology Services. Violations of those rules including the Policy for Responsible Use of Electronic Communications will be construed as violations of this section of the Code of Conduct.)
- 24b. Electronic invasion of privacy, including photographing, filming, videotaping, recording, or otherwise reproducing in any manner, or disclosing the image of another person whose intimate parts are exposed or who is engaged in an act of sexual penetration or sexual contact, without that person's consent under circumstances in which a reasonable person would not expect to be observed (See NJ State Law – N.J.S.A. 2A: 58D-1).
25. Sexual Misconduct, including, but not limited to, engaging in or attempting to engage in the following offenses which are reported annually as part of the Jeanne Clery Disclosure of Campus Public Safety Policy and Campus Crime Statistics Act⁴:

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

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

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another

⁴ All definitions under Code 25 are based on The Handbook for Campus Crime Reporting (2011)

person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

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

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

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

26. Sexual harassment; a student will be found responsible for sexual harassment who engages in conduct described above as "harassment, intimidation or bullying" which the student directs at a specific individual based on sex, or which would not have occurred but for the individual's gender, or gender identification, which conduct is unwelcome and substantially interferes with work, educational performance or equal access to the College's resources and opportunities. Sexual harassment is a violation of the College Policy, New Jersey state law, as well as Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 (as amended in 1991). Under certain circumstances, sexual harassment may include attempted sexual misconduct as described in Code H.25 above.
27. Violation of New Jersey Gambling Law (NJS 2C-37-1 through 9) on College premises or at College events held off campus.
- 28a. Causing intentional or reckless harm or other physical injury to campus wildlife including the purposeful destruction of these creatures' natural habitats.
- 28b. Possessing an animal or pet without authorization.
29. Violations of the Code of Professional Responsibility and the State Policy Prohibiting Discrimination in the Workplace when these policies apply to students who are also college employees or of the Student Guide to On-Campus Employment when it references certain dismissals for "cause."
30. After a verbal or written warning, continued violation of H.1-29 or of any published College policy.

I. Adjudication of Cases

Students and/or organizations charged with violations of the Code of Conduct will be sent 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, Office of Judicial Affairs, or a designee. The charged student will be required to attend a scheduled conference with the presiding administrator (hereafter referred to as Hearing Officer) and will have the opportunity to discuss the alleged violation. Charged students have the option of taking responsibility for the alleged violation prior to the conference by signing the “Notice of Judicial Proceeding” form and returning it to the Office of Judicial Affairs. Students who choose to accept responsibility (by signing and submitting the form) will not attend the scheduled conference. The Hearing Officer will assess the disciplinary sanction and send this result to the student. Further information regarding Disciplinary Conferences is outlined in Section J.
2. College Judicial Review 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 Review Board. Specific information regarding College Judicial Review Board Hearings is outlined in Sections J, K, and L.
3. No Contact Order: The Office of Judicial Affairs may mandate that no contact occur between students or groups of students. By copy of this order, students are not permitted to contact each other via verbal, written, 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 violation of the Code of Conduct. The Department of Public Safety will forward all relevant materials to the Office of Judicial Affairs where the reports will be reviewed to determine further disciplinary action (if any).

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

J. Rights in All Disciplinary Proceedings

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

1. Written notice of the charges that is dated at least three (3) business days prior to any scheduled Residence Life or College Disciplinary Conference and seven (7) business days prior to any scheduled College Judicial Review Board Hearing. A student may relinquish his or her right to the notification period by signing and executing a waiver with the Office of Judicial Affairs. A written notice of the charges will be sent to the student’s on-campus residential mailbox and home address for commuter students. Additionally, an electronic reminder is sent to the student’s Ramapo College e-mail address alerting her/him to the upcoming delivery of such a notice. It is the responsibility of the student to access their mail and electronic mail on a daily basis.

2. Reasonable access to the case file prior to and during the proceeding, provided that all reviews of files must take place in the Office of Judicial Affairs (C-216). All case file materials shall be retained in the Office of Judicial Affairs.
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. The "preponderance of the evidence" standard is a lower one than the "beyond a reasonable doubt" standard employed in criminal prosecutions within the court system.
4. The right to remain silent and not present evidence against her/himself.
5. Opportunities to both question those who provide information at the proceeding and respond to any information being presented against her/him. Formal rules of evidence shall not be applicable pursuant to the Code of Conduct. The Board Advisor/Hearing Officer shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all information for consideration that reasonable persons would accept as having material value. Unduly repetitious or irrelevant information may be excluded.
6. Any member of the community may, upon showing relevance and necessity, request witnesses to appear at a proceeding. Character witnesses are not permissible in campus disciplinary proceedings. It is the responsibility of the complainant and the charged student to notify the Office of Judicial Affairs, by fax, electronic mail, or in writing of the persons they wish called as witnesses at least three (3) business days before the proceeding. The Office of Judicial Affairs will notify individuals who are identified as witnesses that their appearance is required. It is generally expected that witnesses will appear in person to give testimony. Under rare circumstances, 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 "failure to comply with the directions of College officials, including campus Public Safety officers, or officers of the law, acting in performance of their duties (Code H.17)." Witnesses will be excluded from the proceeding during the testimony of other witnesses. All parties to the case, witnesses, and the public shall be excluded during any deliberations determining responsibility or sanctions.
7. Students charged with alleged violations, complainants, and witnesses may be accompanied by an advisor who may be an attorney. Advisors may provide counsel to the student, but may not speak on their behalf nor appear in lieu of the student. A student who wishes to have an attorney as an advisor must inform the Office of Judicial Affairs, in writing by fax, electronic mail, or by telephone at least three (3) business days before the scheduled proceeding. When informed that an attorney will be present at the proceeding, the College may consult with the New Jersey State Attorney General's Office for advice on whether legal counsel for the College should also be present.
8. In accordance with current guidelines established in the Family Educational Rights and Privacy Act (FERPA), the New Jersey Open Public Records Act (OPRA) and

- implemented by Ramapo College, the record of most disciplinary proceeding's findings is not open to the public. 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 (upon request), 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 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 her/his designee's opinion, such disclosure is necessary to protect the safety of the complainant or of other members of the community. If FERPA or other pertinent regulations change, the complainant and the student charged will be notified before a proceeding is held. Note: Since the College does not have campus police officers, certain records of actions taken by outside police authorities are normally public information and are not subject to laws governing the privacy of College records.
9. In cases where a student charged does not appear after proper notice and has no justifiable reason for non-appearance, the finding will be an "uncontested admission of violation" and an appropriate sanction will be imposed. Please see Section R for information on appeals.
 10. Hearings will not be postponed unless under unusual circumstances set forth in the "Justifiable Excuse" policy for non-appearance. The policy is available in the Office of Judicial Affairs. Requests for postponement by third parties, including counsel, will not be considered.
 11. Whenever a Suspension of Residence Privileges, a College Suspension, or an Expulsion are considered as possible sanctions, the proceeding will be recorded. Other proceedings may be recorded at the discretion of the College. The recordings are solely for the purpose of providing assistance to the Hearing Officer/members of the College Judicial Review Board or to the Appeals Officer in their deliberations. The recordings remain the property of the College and constitute an official record of the proceeding.
 12. Final decisions and a listing of any sanctions imposed will be noted by the Board Advisor/Hearing Officer who will be responsible for ensuring such information is conveyed in writing to the charged student and to all others as deemed necessary or appropriate. The finding will be 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 on the Hearing Results Form. The file of a person involved in disciplinary actions may be retained as a

record for an indefinite period unless a time-defined limit is indicated on the Hearing Results Form.

K. College Judicial Review Board Structure

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

Each College Judicial Review Board hearing will be guided by a Board Advisor, who is normally an employee of the Office of Judicial Affairs. The Board Advisor may comment on questions of procedure and admissibility of information presented and shall not be excluded from hearings or Board deliberations. The Board Advisor shall not vote. The Board Advisor shall exercise control over the manner in which the hearing is conducted to avoid unnecessarily lengthy hearings and to prevent the harassment or intimidation of witnesses. The Board Advisor may make accommodations for the safety and well-being of the complainant, accused, and witnesses by providing separate facilities for testimonies, using a telephone, videophone, videotape, audio tape, written statement, or other means on a case by case basis. These accommodations are made at the sole judgment of the Board Advisor. Anyone who disrupts a hearing or who fails to adhere to hearing guidelines may be excluded from the proceedings. The Board Advisor will ensure that the Board follows the procedures outlined in the Code of Conduct and in the College Judicial Review Board Manual.

L. College Judicial Review Board Hearing Format

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

1. The Board Advisor shall convene the hearing and introduce all the parties involved in the proceeding, and the students' advisors, if any.
2. The Board Advisor will not apply the technical rules of evidence followed in criminal or civil proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Board Advisor in deciding on the admissibility of information. Reasonable limits may be imposed on the number of witnesses and the amount of cumulative evidence that may be introduced.
3. Any objections to the due process requirements shall be entered on record and the Board Advisor shall make any necessary rulings regarding the validity of such objections.
4. The alleged violation(s) upon which the complaint has been based shall be read by the Board Advisor. The charged student will be asked to enter a plea to each alleged violation. (In a case where a charged student pleads "responsible" for all charged violations, there will be no formal hearing on the charges. The charged student, the complainant and/or the victim will be permitted to make brief statements of explanation

to the Board if they so wish. The Board will deliberate in private and determine a sanction.)

5. The complainant shall provide her/his narrative of the events describing the alleged violation (s).
6. The charged student shall then provide her/his narrative (if not electing to remain silent).
7. The charged student shall have the opportunity to ask questions of the complainant followed by questions from the Board.
8. The complainant shall have the opportunity to ask questions of the charged student, followed by questions from the Board.
9. The complainant shall be given the opportunity to call witnesses.
10. The charged student shall be given the opportunity to question each witness of the complainant after s/he testifies, followed by questions from the Board.
11. The charged student shall be given the opportunity to call witnesses.
12. The complainant shall be given the opportunity to question each witness of the charged student after s/he testifies, followed by questions from the Board.
13. The Board Advisor may adjourn the hearing for a brief period of time so that concise closing statements can be prepared.
14. The charged student shall present her/his closing statement followed by the complainant.
15. The hearing shall be concluded and the members of the College Judicial Review Board shall deliberate in private until the final decision is reached and recorded.

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

M. Interim Suspension Policy

The College is committed to protecting its community members from the risk of harm and preserving the integrity of its educational environment. The College has the right to issue an Interim Suspension when the student engages, or threatens to engage in behavior(s) which poses a danger of causing harm to others, or when the student exhibits behavior(s) that renders him/her unable to effectively function in residence areas and/or the College, or

when the student exhibits behavior(s) that significantly interferes with the educational pursuits and/or living environment of others. When a student engages in or threatens to engage in such behavior, the most effective emergency response to protect the health and safety of the student and the community may be to require the student to leave the campus for a period of time. While an Interim Suspension is in place, the College will gather information and investigate the allegation(s) in order to make an individualized assessment of the risks posed by the student's reported behavior and whether those risks may be mitigated to protect the health, safety, and learning environment of others.

1. The Interim Suspension is issued to the student in writing via the Notice of Interim Suspension form. Interim Suspensions become effective immediately based upon evidence that the continued presence of the student on the campus may pose a significant threat of causing harm to others, or when the student is unable to effectively function in residence areas and/or the College, or when the student's behavior(s) significantly disrupts the educational pursuits and/or living environment of others.
2. The College has authorized official representatives to make the administrative determination that the Interim Suspension of a student is necessary. Those officials are:
 - a. On-Call Administrators, Counseling Services Staff, Director of Judicial Affairs, and Residence Life professional staff.
 - b. In the absence of the aforementioned College officials, the designees are: Assistant Director of Judicial Affairs, Director and Assistant Director of Public Safety, and Tour Commanders.
3. While on an Interim Suspension, the student may not be present anywhere on College property pending further evaluation of the circumstances that led to the suspension. The student's College identification card will be confiscated and held in the Student Affairs office, pending the outcome of the Interim Suspension hearing. Upon notice of an Interim Suspension, the student must leave the campus no later than the time listed on the Notice of Interim Suspension Form. Non-compliance will result in arrest for trespass and the student may be subject to the College's disciplinary process.
4. A student placed on Interim Suspension who wishes to return to the campus is required to make an appointment for a hearing with the Associate Vice President (AVP) for Student Affairs (or designee of the AVP). The AVP reserves the right to have another professional staff member present at the hearing in order to provide consultation. The College will make a reasonable effort to promptly schedule this hearing. Unless under unusual circumstances, the hearing will take place within 5 business days from when the student calls for the appointment. The purpose of the Interim Suspension hearing is to determine the following:
 - a. The reliability of the information concerning the student's conduct, including the matter of his/her identity.
 - b. Whether or not the student's conduct and surrounding circumstances reasonably indicate any or all of the following:
 - i) engages, or threatens to engage, in behavior(s) which poses a danger of causing harm to others;

- ii) exhibits behavior(s) that renders the student unable to effectively function in residence areas and/or the College;
 - iii) exhibits disruptive behavior(s) that significantly interferes with the educational pursuits and/or living environment of others.
5. Depending on the circumstances, an Interim Suspension may lead to the issuance of an Involuntary Leave of Absence to those students who are determined by the Associate Vice President of Student Affairs (or designee of the AVP), in consultation with the Health and Counseling Services staff, to require medical or psychological evaluation or intervention prior to returning to the College (see Involuntary Leave of Absence Policy).
 6. If it is alleged that a Code of Conduct violation has occurred, the Office of Judicial Affairs will schedule a disciplinary proceeding at another time to adjudicate the charges against the student. Following the Interim Suspension hearing, the Associate Vice President of Student Affairs (or designee of the AVP) shall notify the student, within three (3) business days, whether the Interim Suspension has been lifted, or will continue pending the outcome of a disciplinary proceeding. The student will receive written notice of the charges against him/her via a Notice of Disciplinary Proceeding issued by the Office of Judicial Affairs. The disciplinary proceeding will comply with the procedures outlined in the Code of Conduct.
 7. An Interim Suspension, in and of itself, does not become part of a student's permanent disciplinary record.
 8. The Associate Vice President for Student Affairs (or designee of the AVP) reserves the right to place a transcript hold on the account for a student who has been issued an Interim Suspension (see Transcript Hold policy in the Student Handbook).

N. Sanctions

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

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

1. **Official Warning:** A written statement indicating a violation of the Code of Conduct has occurred and warning that a subsequent violation will likely be treated more severely.

2. **Restitution Requirement:** The student may be required to provide the College with financial restitution for the restoration or replacement of property that was damaged, defaced, lost, or stolen. Students seeking a financial award from other students for damages or compensation for stolen/damaged items should seek further assistance from the Mahwah Municipal Court. The student conduct process does not have jurisdiction in this area.
3. **Residence Probation:** A defined period of time whereby a student living in College residence facilities is given an opportunity to modify his/her behavior or risk losing the privilege of living on campus. Any subsequent violation of the Code of Conduct, while in this status, will likely result in suspension of residence privileges
4. **Suspension of Activity Privileges:** The student cannot be a member of a recognized or registered student organization, participate in organizations' regularly scheduled activities, serve as a representative of the College, or participate in intramural, club, or intercollegiate sports. Notification of this sanction/status will be sent to appropriate College officials so they will know who may not participate in activities sponsored by their offices.
5. **Disciplinary Probation:** A defined period of time whereby any registered student is given an opportunity to modify her/his behavior or risk losing student status. Any subsequent violation of the Code of Conduct, while in this status, will likely result in suspension or expulsion from the College.
6. **Loss of Campus Housing Selection Privilege:** Students assigned this sanction may only enter the selection process as an "individual." Students are not permitted to join a "group" or be pulled into a group. Students must follow the necessary procedures outlined within the housing selection materials in order to secure housing as an individual.
7. **Suspension of Residence Privileges:** The student's privilege to live on campus and visit the residence areas of the campus is suspended for a defined period of time. The student is not entitled to any refund of campus housing and/or meal plan fees once the standard refund periods have expired.
8. **College Suspension:** Beginning on the date the suspension takes effect, the student may not attend classes or submit any further work for their courses. In addition, the student may not be present on the campus nor at a College-sponsored event for any reason whatsoever for a specified period of time. The student is not entitled to a refund or any tuition or fees after the scheduled refund dates.
9. **Expulsion:** Beginning on the date the expulsion takes effect, the student may never again register for classes, may never attend classes, or submit any further work for the courses in which they are currently registered. In addition, the student may never be present on the campus nor at a College-sponsored event for any reason whatsoever. The student is not entitled to any refund or any tuition or fees after the published refund dates. (See Registrar and Transcript Notations, Section Q).
10. **Other Sanctions:** Other sanctions may be imposed in addition to, or instead of those described in #1 through #9 above. For example, students may have residence area visitations or 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 use and/or abuse, or who otherwise engage in behavior associated with alcohol/drug use and/or abuse, may be required to attend educational programs intended to inform them about alcohol/drug use and/or abuse. Student may have their alcohol allowed privileges for their living unit temporarily or permanently revoked. There will be no refund of tuition, room, or board charges after the published deadlines if withdrawal from courses and/or campus residence is affected because of violations of the Code of Conduct. Students should be aware that a conviction in criminal court for certain controlled substance offenses including drug possession and/or sale may have them declared ineligible for Federal financial aid for a period of time.

Determination of Sanctions

Factors to be considered in deciding sanctions shall include 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 official. The (ab)use of alcohol shall be considered an aggravating rather than a mitigating factor. Violations of the Code of Conduct proving to have been motivated by illegal bias will result in the imposition of more severe sanctions. Victims may submit written statements to the Office of Judicial Affairs detailing the effect the offense has had upon them and their ability to function as students. Sanctions imposed as the result of a College Judicial Review Board or a College Disciplinary/Residence Life 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 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.

Access to Electronic Mail Accounts

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

O. Conduct Code Violations' Effect upon Graduation

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

P. Registration Holds For Disciplinary Reasons

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

Q. Registrar and Transcript Notations

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

Judicial: When judicial action is taken, resulting in a College Expulsion, it is noted on the student's official College transcript.

Students will have a transcript hold placed on their account and will be unable to request transcripts when an Interim Suspension has been issued, when a case may result in an expulsion (under a finding of guilty), and during the appeals process. Once the aforementioned processes have concluded, the Registrar will record the appropriate transcript notation.

Students who have been issued a College Suspension or Expulsion will have a registration hold place on their account by the Office of Judicial Affairs.

Except as specifically provided by laws referenced in Section J.9 above, under the New Jersey Open Public Records Act, the outcomes of College judicial and academic actions against a student are privileged and confidential to the extent that disclosure of such records would reveal the identity of the student.

R. Appeals

Only disciplinary determinations that result in a Suspension of Residence Privileges, College Suspension, or Expulsion 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. Appeals shall be decided upon the record of the original proceeding and upon the written appeal letter. If the Associate Vice President finds grounds for a modification or reversal, then s/he may dismiss the case, change the sanction, or remand the case to the original or another College Judicial Review Board for review or rehearing. If the disciplinary determination was reached by an "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.

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."

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

Examples of Hazing Activities Prohibited by Ramapo College:

- a. Requiring any form of exercise or physical activity (such as crunches, push-ups, running, lunges, carrying heavy items, standing for long periods of time)
- b. Requiring a regimented public demeanor, i.e. marching, military-like demeanor, limiting use of automatic doors, restricting walking patterns, prescribing set walking formations, such as single file, or cutting corners.
- c. Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact; prohibition from speaking with College officials, faculty, employers/clients, club membership or leadership or roommates or prohibition from speaking with family/friends even in emergency situations.
- d. Requiring individuals to walk march in formation of any kind
- e. Publically wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc.)
- f. Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact
- g. Requiring the ingestion of any substance i.e., spoiled food, drink, concoctions, water, hot sauce
- h. Prolonged exposure to the elements
- i. Physical assault/harassment i.e., branding, blindfolding or hand-tying, beating
- j. Requiring dietary intake in any way i.e., food restrictions, limitations, designating diet, healthy or otherwise
- k. Conducting activities that do not allow adequate time for study or sleep
- l. Requiring prescribed greetings or recitation as part of pledge activities/pledge program in academic areas
- m. Deprivation of or interference with the maintenance of a normal schedule of bodily cleanliness
- n. Expecting certain items to always be in one's possession that have no significance to the organization (as stated by the governing body) or that are physically burdensome or potentially dangerous i.e., pledge book, rock, bricks, pumpkin, stuffed animal etc.
- o. Engaging in unauthorized activities which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the township of Mahwah i.e., road trips, treasure and scavenger hunts, kidnapping, sneaks, drop-offs, etc.
- p. Forcing 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
- q. Assigning or endorsing pranks such as borrowing or stealing items, painting property and objects of others, or harassing other individuals or groups
- r. Non-physical harassment including yelling and screaming or calling individuals demeaning names
- s. Requiring any personal servitude to another individual or group such as running errands, cleaning, making food runs, cooking, performing someone else's academic work, requiring a pledge to be a designated driver* even if not involved in the activity
** this in no way should impede designated driver programs within chapters*
- t. Questioning under pressure including using line-ups or drills

- u. Simulating or requiring activity of a sexual nature, or threatening to do so
- v. Expecting illegal activity or threatening to require illegal activity
- w. Psychological games used to intimidate 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 Center for Student Involvement, Student Center Room 200, or call 201-684-7593.

DISSECTION OF PLANTS AND ANIMALS

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

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

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

ENTERING CLASSES IN SESSION

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

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

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

Normally, students should communicate with other students about non-academic announcements through posters and signs that meet college requirements, phone or e-mail "all calls" (arranged through the Associate Vice President of Student Affairs, when appropriate, either to all students or to all resident students).

FIRE SAFETY SYSTEMS ON CAMPUS

Fire safety procedures at Ramapo College promote lifestyle practices that focus on health and safety. Fire safety prevention and education has always been (and continues to be) a high priority at the College. Policies and procedures related to fire safety are intended to inform, educate, and train students. Fire safety policies and procedures, as well as information related to the Higher Education Opportunity Act Fire Safety Requirements, are posted on the web: <http://ww2.ramapo.edu/ehs/fire-safety.aspx>. Students are required to know proper fire evacuation procedures, be aware of the policies associated with student conduct, and know the sanctions for noncompliance with these policies.

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

Guide to Community Living:

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

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

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

1st offense - \$150.00 fine & 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

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

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

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

Fire Safety Education Class

Students who fail to comply with the sanctioned Fire Safety Education class may be issued a Suspension of Activity Privileges (see Code of Conduct, Section N: Sanctions) that will remain in place until the class is completed and/or the student may face additional disciplinary actions. The Fire Safety Education class is scheduled to take place twice each semester.

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, 9-911. Department of Public Safety, 201.684.6666.

Some Examples:

- A student is apprehensive to call for help because s/he has consumed enough alcohol (or other drugs) to be considered to be in an intoxicated state in violation of laws and/or 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 the Office of Judicial Affairs for review and possible judicial action or referrals to the Center for Health and Counseling Services. In other words, other Code of Conduct violations associated with the incident may NOT be granted amnesty.
- 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 the Office of Judicial Affairs. A record will exist in the Office of 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 issued an Interim Suspension from the College at the time of the incident and be required to appear before the Associate Vice President for Student Affairs (or designee) before s/he is 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 and make determinations on a case by case basis.**

Full Amnesty: Violations of the Code of Conduct that fall under this policy will not be referred to the Office of 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 include 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 her/him 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 the Office of 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.

GRADE APPEALS

The faculty of the College establishes course requirements and performance standards. Faculty evaluation of students' academic performance is a qualitative professional judgment and is expressed through the submission of final course grades to the Registrar at the close of each semester. Under certain limited circumstances, a student may appeal a grade.

Circumstances for which students may appeals grades

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

Procedure

If circumstances such as those described above can be documented, the student may appeal a grade by taking the following steps:

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

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

- The Dean will confer with the student and faculty member, jointly or independently as he/she sees fit, review pertinent documents and course materials, and confer with other faculty or administrative staff members as appropriate.

- If the Dean determines that a grade change is warranted, the Dean will forward a Change of Grade Request with explanatory reasons to the Registrar and advise the faculty member and student.
- If the Dean determines that a grade change is not warranted, the faculty member and student will be so informed in writing by email.

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

- The Provost or his/her designee will consider only those grade appeals that have previously received full deliberative discussion at both the faculty and dean level.
- After conferring with the student, Dean, and faculty member and reviewing the pertinent documentation, the Provost or his/her designee may take one of the two following actions:
 - a) approve or decline the student's grade appeal; or
 - b) request that the Committee on Academic Standards and Procedures review the appeal and render a recommendation to the Provost or his/her designee, who, in turn, will advise the student, the faculty member, and the Dean of his/her final recommendation.

In both step a. and b., the decision of the Provost or his/her designee is final.

GUEST/VISITATION POLICY

Guests are allowed in the residence halls/ areas as long as they comply with all Office of Residence Life policies and procedures and do not disturb the normal operation of the building/area. Guests must carry valid photo identification on them at all times, as well as their completed and approved Guest Agreement form.

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

Guest Procedures (Adult)

Residents are permitted to have an adult guest (18 years of age or older) in their room. In order to have a guest(s), the resident (host) must register their guest(s) by completing a Guest Agreement form and submitting it to the respective location indicated in the chart below. A guest is defined as anyone who is not assigned to an on-campus student residence room, suite, or apartment. Guests may not be accommodated in any of the residence hall/area for more than three (3) nights, per week. Each resident is permitted to register no more than two guests at any given time.

The guest must carry a copy of the authorized Guest Agreement at all times while on campus. This Agreement is valid for a maximum of three (3) days per week.

The College automatically assumes that all residents within a shared housing unit (room/suite/apartment) agree to permit their roommate, suitemate, or apartment-mates to register guests in their shared housing unit, without having to provide prior acknowledgment of those guests. However, residents have the right to opt-out of this automatic Guest Agreement by contacting their Resident Assistant / Community Assistant to facilitate a roommate/suitemate/apartment contract. As with any roommate/suitemate/apartment contract, if someone violates the terms of the contract, this has to be communicated to the hall/area office as soon as possible in order for a staff member to mediate and respond. It is important to note that once a complaint is received with a particular room/suite/apartment, that residence will lose guest privileges until all residents comes together and a contract is developed.

Guest Agreement Availability and Submission:

Students are able to obtain a Guest Agreement Form from all residence areas (see below). After the Guest Agreement is submitted, the host will also receive a copy of a parking pass for their guest.

<u>Traditional Residence Halls</u> {Pine, Linden, Laurel, Mackin, Bischoff and Overlook}		
Monday-Friday	11:00am-7:00pm; 8:00pm-10:00pm	Residence Hall Office
Monday-Friday	10:00pm-5:00am	Desk Attendant Booth
Saturday-Sunday	8:00pm-10:00pm	Residence Hall Office
Saturday-Sunday	10:00pm-5:00am	Desk Attendant Booth
<u>Apartment Residence Areas</u> {Village and College Park Apartments (CPA)}		
Monday-Friday	11:00am-7:00pm; 8:00pm-12:00am	Residence Hall Office
Monday-Friday	12:00am-5:00am	Desk Attendant Booth (CPA- Go to Overlook Booth) (Village- Go to Laurel Booth)
Saturday-Sunday	8:00pm-12:00am	Residence Hall Office
Saturday-Sunday	12:00am-5:00am	Desk Attendant Booth (CPA- Go to Overlook Booth) (Village- Go to Laurel Booth)

No one may use the guest procedure to evade paying proper residence hall charges. Guests may not move from host to host in order to stay on campus for more than three consecutive days per week. Students and guests who are found to be in violation of these procedures will be documented by the Department of Public Safety and followed up with by Office of Residence Life staff. Students may be referred to Office of Judicial Affairs and may be subject to being banned from the residence areas. Individuals, such as runaways or others fleeing lawful parental authority, are not permitted as guests.

NOTE: Depending on the situation, the College reserves the right to change or limit guest procedures. Guest privileges will be revoked if actions impede the teaching and learning processes that are at the heart of the College's mission. Guests' personal behaviors should

conform to the wishes of all the residents in the room/suite/apartment. It is the host's responsibility to report the misconduct of guest(s) to the Department of Public Safety or Office of Residence Life staff immediately.

Visitation Procedures (Minor)

In addition to the above Guest Procedures, the following also pertains:

- Persons under 18 years of age are considered minors and are not allowed to stay in the residence halls/areas during the week. Minors are permitted to visit from Friday until Sunday. The visiting minor(s) must remain under the supervision of the host(s) at all times.
- Anyone who wishes to have a guest (or guests), who is (are) under 18 years of age, must register the guest with the respective hall office.
- Failure to adequately supervise guests who are under 18 years of age may result in disciplinary action or termination of child visitation privileges.
- All guests, regardless of age, must abide by all Ramapo College local, State, and Federal regulations.
- Babies and toddlers (children under 3 years of age) whose behavior disturbs the residents may be required to leave the residence hall.

Special Guest Information:

There are times throughout the year when procedures do not comply to normal Residence Hall operations. Below is a listing of these times and guest expectations and procedures. Residents who reside on campus may not use their residency to allow others to circumvent paying for housing. Please review the illegal resident procedures listed below.

<i>Time:</i>	<i>Policy:</i>	<i>More Information:</i>
Fall Early Arrival Check-in	No Guests Permitted until check-in begins for designated building/ area	Residents in Early arrival housing who are approved to arrive to housing early due to an affiliation with a group on campus are not permitted to have guests.
Thanksgiving Break	Guests Permitted. Normal Guest procedures are followed.	Residence Hall Offices work on a revised schedule. Desk Attendants work normal hours – 10pm-5am.
Fall semester finals	Guests Permitted. Normal Guest procedures are followed.	It is important to note that it is 24 hour quiet hours during this time and residents should be mindful of peers who are studying or preparing for finals. Please review expectations regarding 24 hours quiet hours and residents are expected to hold their guests to the same standards.
Fall semester check-out extensions	No Guests Permitted.	Residents are approved for a check-out extension for academic related reasons. No guests are permitted
Winter Interim Housing	Guest Permitted. Normal Guest procedures are followed.	Winter Interim Housing period is for students who reside on campus in order to work for the college or are in-season athletes. Residence Hall Offices work on a revised schedule. Desk Attendants work normal hours – 10pm-5am. A resident cannot register a normal semester roommate/suitemate/ apartment mate as a guest during this time period. Winter Interim Housing residents do not have the authority to allow roommates/suitemates/apartment mates to move into residences prior to normally scheduled check-in date. Students who are found violating this will be

		considered an Illegal Resident. Please reference the illegal resident procedures as listed below.
Spring Early Arrival Check-in	Guest Permitted. Normal Guest procedures are followed.	Residents in Early arrival housing who are approved to arrive to housing early due to an affiliation with a group on campus are permitted to have guests. Residence Hall Offices work on a revised schedule. Desk Attendants work normal hours – 10pm-5am. A resident cannot register a normal semester roommate/suitemate/ apartment mate as a guest during this time period. Spring Early Arrival residents do not have the authority to allow roommates/suitemates/apartment mates to move into residences prior to normally scheduled check-in date. Students who are found violating this will be considered an Illegal Resident. Please reference the illegal resident procedures as listed below.
Spring Break	Guests Permitted. Normal Guest procedures are followed.	Residence Hall Offices work on a revised schedule. Desk Attendants work normal hours – 10pm-5am.
Spring semester finals	Guests Permitted. Normal Guest procedures are followed.	It is important to note that it is 24 hour quiet hours during this time and residents should be mindful of peers who are studying or preparing for finals. Please review expectations regarding 24 hours quiet hours and residents are expected to hold their guests to the same standards.
Spring semester check-out extensions	No Guests Permitted.	Residents are approved for a check-out extension for academic related reasons. No guests permitted.
Summer School	Guests are Permitted	Residence Hall Office work on a revised schedule. Once a student participates in “all summer move-over” to their Fall assignment no guests are allowed until check-in begins for designated building/ area. This is regardless of Fall Placement on campus.

Illegal Entry

Entering another resident’s room without that person’s permission is illegal and prohibited. Breaking into or entering any room by means other than the regular method of using one’s student ID swipe-card (including entering one’s own room) is also prohibited. Criminal charges and any damage charges will be pursued for illegal entry by any unauthorized means.

Illegal Residents

Illegal residents are persons who visit residents’ rooms for long periods of time or whose visitation violates the Guest Procedures in any way. Unregistered guests are considered “illegal residents.”

If the Office of Residence Life staff, Officers from the Department of Public Safety, or other College officials find someone who is living in a campus residence, but who is not authorized to be there, the “host” student (or students) may be charged the regular housing charge for the “guest” and the “host” may be charged with conduct violations. Violators may be fined and/or face judicial action.

Residents who are aware of a person(s) living on campus without authorization or who is violating the Guest Procedures, should notify their residence hall office staff as soon as possible.

IDENTIFICATION CARDS

Ramapo College students are required to possess and carry on her/his person (at all times) a current, validated, college-issued photo ID card. Identification cards can be processed and validated in the Public Safety Identification Room, (C-101), Monday through Friday 8:30am to 4:00pm when the College is in session; and Monday through Thursday, 8:30am to 4:30pm during the summer months. ID cards are to be validated each term of enrollment and are necessary for access to College facilities, library use, the Bradley Center, entrance to student 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. The Department of Public Safety offers an "Over 21 ID." Additional information concerning Over 21 ID cards is available on the web:

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

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. The CDC also recommends that a second dose of the meningitis vaccine be given after 5 years from the first dose.

All full-time students (12 or more credits) 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 Health Services Immunization form,

<http://www.ramapo.edu/students/health/docs/Immunization-Form-050411.pdf> for more detailed information about vaccination and testing requirements.

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

INVOLUNTARY LEAVE OF ABSENCE

Reason for the Policy

The College has an obligation to protect its community members from the risk of harm and preserve the integrity of its educational environment. Some student behaviors which threaten health and safety and disrupt the learning environment may prove to be caused by treatable medical or mental health conditions which are classified as disabilities under State and Federal discrimination laws. While Ramapo College of New Jersey reasonably accommodates students with disabilities in the College's educational facilities and programs in compliance with Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 2008 (ADAAA), and any applicable State regulations, the College has an obligation to assess whether the student who is exhibiting harmful behavior can be reasonably accommodated in the College learning environment without unacceptable risk to others. Pursuant to this policy, an Involuntary Leave of Absence may be imposed when a student behaves in a way which threatens harm to others, or when the student is unable to effectively function, or when the student's behavior significantly disrupts the educational environment of others. When determining whether and when the student can return from the Involuntary Leave of Absence, the College will consider evidence of the student's medical or mental health conditions, disabilities, and other facts and circumstances contributing to the student's behavior, and make an individualized assessment of the student and the health and safety risks posed by the student's behavior.

Purview of this Policy

An Involuntary Leave of Absence is issued by the Associate Vice President for Student Affairs (or designee), in consultation with the Center for Health and Counseling Services staff, following the issuance of an Interim Suspension, in which a student was immediately suspended from the entire campus pending further evaluation of the circumstances that led to the suspension and an Interim Suspension hearing. At the Interim Suspension hearing, the Associate Vice President for Student Affairs (or designee) met with the student in person, and made an individualized assessment of the student's behavior based upon the information available at the time of the hearing. At or after an Interim Suspension Hearing, an Involuntary Leave of Absence may be issued when it has been determined by the Associate Vice President for Student Affairs (or designee) that the student demonstrated any or all of the following behaviors:

- a. engages, or threatens to engage, in behavior(s) which poses a danger of causing harm to others;
- b. exhibits behavior(s) that renders the student unable to effectively function in the residence areas and/or the College;

c. exhibits disruptive behavior(s) that significantly interferes with the educational pursuits or living environment of others.

Procedure

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

- a. attend classes on campus;
- b. represent the College in any way as part of a team, student organization, etc.;
- c. take tests on campus without prior permission of the Associate Vice President for Student Affairs (or designee);
- d. hand in work in person without prior permission of the Associate Vice President for Student Affairs (or designee);
- e. be on any part of campus for any reason without prior permission of the Associate Vice President for Student Affairs (or designee);
- f. use any of the College's services (e.g. academic or student services) in person without prior permission of the Associate Vice President for Student Affairs (or designee);
- g. work at an on-campus job or at an off-campus internship, co-op or other experiential learning placement arranged by the College.

2. The student will be required to submit any or all of the following documents and evidence required for an individualized assessment of the student:

- a. a written psychological evaluation by a New Jersey or New York licensed psychiatrist, psychologist, or clinical social worker of the student's own choosing and at that student's expense;
- b. a written medical evaluation by a New Jersey or New York licensed physician of the student's own choosing and at the student's expense;
- c. psychological testing (including intelligence, and/or personality and/or projective testing);
- d. treatment records for the prior three years regarding treatment of the student for any injury, illness, substance abuse, medical or mental health condition which the student claims may have contributed to the incident and the behavior which resulted in the imposition of the Involuntary Leave of Absence;

- e. relevant background checks on the student for i) criminal record; ii) record of domestic violence; iii) record of neglect or abuse of minors; iv) record of discipline for misconduct by another educational institution or a public employer.

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

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

The Involuntary Leave of Absence will continue in effect until the requested documentation is submitted, has been reviewed by the Director for the Center for Health and Counseling Services (or designee), and the Associate Vice President for Student Affairs has made a determination regarding the student's status (See Paragraph 5 below).

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

- a. Diagnosis/presenting problem
- b. History of diagnosis
- c. Treatment history
- d. Medical history (include medications)
- e. Family history: include family mental health problems, domestic violence, attempted or completed suicide(s) of family members, and substance abuse history.
- f. Social history
- g. Academic functioning

h. Substance use history

i. High risk behavior: include incidents of suicidal ideation/behavior; suicide attempts; homicidal ideation; violent thoughts/behavior; sexual predation; self-mutilation; purging and/or self-starvation.

j. Threat assessment: include nature, duration, and severity of risk; probability that due to the student's medical or psychological condition that harm or threats of harm to others, inability to function effectively, or disruptive behavior may continue to occur or re-occur.

k. Risk Prognosis: whether the student's adherence to a treatment plan and/or reasonable accommodations or modifications of policies, practices, or procedures will sufficiently mitigate the risk and allow the student to return successfully to College – i.e., academic course load (full-time or part-time status), living arrangements (on-campus with or without roommates, substance-free housing, at home, off-campus), academic support services (tutoring, etc.) and specify how each listed accommodation is intended to mitigate specific adverse impacts of a student's medical or mental health condition or disability, and to improve the student's ability to function on campus without significant disruption to the College.

l. Evaluation: a recommendation concerning an immediate return to College, a delay in return while treatment is underway, or a recommendation that the student not return given current circumstances. A statement concerning the ability of the student to successfully function in an environment where students must: i) pay attention in class and not interfere with the rights of others to learn; ii) complete assignments independently, relate to diverse individuals, and carry on personal business without supervision; iii) live under only very general supervision and in the company of one or more other students (if assigned to a campus residence); iv) maintain reasonable standards of personal hygiene; and v) refrain from violating provisions of the student Code of Conduct is essential.

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

4. Following receipt of the evaluation and a signed release of information from the student allowing communication between the Center for Health and Counseling Services and the health professional(s), the Director for the Center for Health and Counseling Services (or designee) will review it, may consult with its writer directly, will meet with the student, and will then make a written recommendation to the 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. If the evaluation report is deficient and cannot be adequately supplemented by conversations with the health professional(s), the Director may recommend that the Involuntary Leave of Absence continue, pending the College receiving and reviewing a supplemental evaluation report based upon an examination of the student performed by a

New Jersey or New York licensed physician, psychiatrist, psychologist, or clinical social worker of the College's choosing.

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

a. the student may return to all normal College activities, without restrictions; recommendations for reasonable accommodations of any disability shall be referred to the College's Office of Specialized Services;

b. the student may return to the College but with restrictions applied (e.g., on-campus residence is not permitted); recommendations for reasonable accommodations of any disability shall be referred to the College's Office of Specialized Services;

c. the student shall remain on Involuntary Leave of Absence pending the student submitting to, and the College receiving and reviewing, a supplemental evaluation (contents as specified by the College) performed by a New Jersey or New York licensed physician, psychiatrist, psychologist, or clinical social worker of the College's choosing;

d. the student may not return to the College at this time and remains on an Involuntary Leave of Absence.

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

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

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

Code of Conduct Violations

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

Notifications

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

MEDICAL LEAVE OF ABSENCE (MLOA)

Request for a Medical Leave of Absence

Ramapo College of New Jersey (RCNJ) students may apply for a Medical Leave of Absence (MLOA) from the College for reasons of medical or psychological illnesses. Students must withdraw from all registered courses under this policy. Exceptions may be considered on an individual basis. 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. 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.

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 housing 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 student aid may need to be returned. Any balance that results from a reduction in aid is the student's responsibility.

Process for Obtaining a MLOA

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

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.
- The student seeking a MLOA will be asked to provide written consent to consult with his/her current treatment provider(s), if applicable. If you were evaluated and treated off-campus, CS will require medical documentation or a detailed letter from the off-campus treatment provider stating: 1) diagnosis, 2) date of onset, 3) effect the psychological condition has on the student's ability to perform academically, 4) prognosis, and 5) treatment plan. This information is reviewed by CS to determine if the psychological condition warrants a MLOA. The withdrawal determination is based on the severity and onset of the condition and its impact on the student's ability to meet his/her responsibilities as a student.
- After the evaluation is completed and has been approved by the Director of the Center for Health and Counseling Services, CS notifies the Registrar, who administers Withdrawal (W) grades. Counseling Services places a registration hold on the student's

account until the student has been evaluated and cleared to return to Ramapo. If the student is a resident, CS notifies the Office of Residence Life that he/she has been approved for a MLOA.

- If a student disagrees with the results of the evaluation an appeal can be made to the Associate Vice President for Student Affairs.

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

1. 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 effectively function at the College (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 Student Health Services (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.
- The student will be asked to provide written consent to consult with current treatment provider(s), if applicable. If the student was evaluated and treated off-campus, SHS will require medical record documentation or a detailed letter from the off-campus treatment provider stating: 1) diagnosis, 2) date of onset, 3) effect the medical condition has on the student ability to perform academically, 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 the condition and its impact on the student's ability to meet his/her 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 the student is a resident, SHS notifies the Office of Residence Life that he/she has 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.

If a student chooses to take a MLOA due to a medical condition, he/she will be **required** to meet the following **conditions of return before he/she 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 effectively function at the College (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

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

Deadlines for Returning from a MLOA

In order to return from a MLOA the student must notify the appropriate unit of the Center for Health and Counseling Services in writing by August 1st to return for the coming Fall semester and by December 1st 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 she/he have any questions, please contact the staff member who conducted his/her evaluation in order to facilitate the MLOA. **If the student misses the deadline, his/her 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 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 2008 (ADAAA), and any applicable State regulations. The Office of Specialized Services (OSS) facilitates equal access to the programs and activities at Ramapo College for students with documented physical, sensory, learning, or psychological disabilities. Students whose medical or psychological conditions meet the criteria for a disability are encouraged to register with the Office of Specialized Services in order to receive accommodations.

Academic Standards and Code of Conduct

The granting of a MLOA does not in any way excuse the student from the usual academic standards and 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 a MLOA.

Notification

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

MISSING STUDENT POLICY

Ramapo College students are encouraged to identify a person to be contacted in the event of an emergency. If it has been determined that a student has been missing, officials will notify the student's identified emergency contact person. Students are strongly encouraged to keep their emergency contact information current in the student system. In order to obtain further information and to update their information, students may access the "Personal Information" area upon logging in to the "Web for Students." For further instructions concerning how to enter emergency contact information, please access the following link: <http://www.ramapo.edu/emergency/docs/Emergency-cont-banner-guide-092410.pdf> Any information regarding the report of a missing student should immediately be reported to college officials. Reports of a missing student must be directed to the Department of Public Safety located on the 1st floor of the C-Wing or at X6666.

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

Missing Student Policy:

http://www.ramapo.edu/administration/botpolicies/policies2/board_of_trustees_600/Missing-Student-Policy-634-101210.pdf

Missing Student Procedure:

http://www.ramapo.edu/administration/botpolicies/policies2/board_of_trustees_600/Missing-Student-634-Proc-112210.pdf

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 from Information Technologies Services (ITS) or on the college website, in the FAQ section of the ITS page. Alert Me Now registration information is available at <http://www.ramapo.edu/emergency/> (click on the sign up link under the "Alert Me Now" logo).

OPEN PUBLIC RECORDS ACT

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

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

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

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

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

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

Via toll free telephone: 1.866.850.0511

Via facsimile: 1.609.633.6337

File suit in Superior Court where the denial occurred.

POSTING POLICY

The purpose of this policy is to establish a system for efficiently disseminating information, maintaining the aesthetic appearance of the college environment and ensure that all postings are in accordance with the New Jersey State Fire Code. This policy applies to the Scott Student Center, Berrie Center, and all academic wings and buildings. The Office of Residence Life has a separate policy for the Residence Halls, which can be found in the Guide to Community Living.

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 maintained by the Center for Student Involvement

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

Design Standard

All publications posted by a Ramapo College club, organization or office must follow the College's design standard. Any posting that does not follow the standard will NOT be posted or will be removed from posting. For more information about the design standard please visit <http://www.ramapo.edu/standards/print/index.html>. The Center for Student Involvement also has a design team, CSI Design, which can assist with designing posters and flyers in accordance with the College's design standard. CSI Design can be reached via OrgSync or by calling (201) 684-7775. Requests for design services should be submitted at least two weeks in advance of the date needed.

Flyers

If an individual or organization wishes to have an announcement posted, 15 flyers no larger than 11 x 17 must be submitted to the Center for Student Involvement (SC-200). Flyers will be posted within 1 business day of submission, space permitting.

“Oversized” Posters and Greek Organization Banners

If an individual or organization wishes to announce an event using a poster larger than 11 x 17, it is the responsibility of the organization to ensure that the Oversized Poster or Banner is approved from the Posting Coordinator in the Center for Student Involvement (SC-200). The Posting Coordinator may require that oversized posters and banners are also approved by the College's Fire Marshal at the Posting Coordinator's discretion. Only after approval is granted can Oversized Posters and Banners then be placed in the core stairwell blacktop, using only drafting tape or masking tape. Oversized Posters and Banners shall not hang below the bottom of the core backstop wall. It is the responsibility of the organization to remove these posters and banners within 24 hours of the event. Failure to do so will result in a loss of posting privileges.

“Table Tents” and Flyers 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. Dining Services has space available on napkin holders for publicizing campus-wide events. For more information about utilizing this service please contact Jeff Dannhardt at 201-684-7773.

Flyers or posters that have not been authorized for posting and/or have been placed in prohibited location (including but not limited to classrooms, tables and other public surfaces, seats/couches, stair steps, fire extinguisher cabinets, ceilings, outdoors on street signs, trees, and automobiles) will be removed immediately. Sponsors of such events will be notified, and potentially subject to sanctions issued by the Office of Judicial Affairs.

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

RECYCLING GUIDELINES

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

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

RELIGIOUS OBSERVANCE

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

THE RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS

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

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

File sharing software is most commonly used to download music, movies and other media. Many do not realize that this software may turn 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, the Office of 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 Office of Judicial Affairs. Students who choose to accept responsibility (by signing and submitting the form) will not attend the scheduled conference. The presiding administrator will assess the disciplinary sanction and send this result to the student. Further information regarding Disciplinary Conferences is outlined in Section J of the Code of Conduct.

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

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

Once a case has been resolved in the Office of 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.

ROLLERSKATES/ROLLERBLADES/SKATEBOARDS

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

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

NEW JERSEY SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

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

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

Introduction

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

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

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

Bill of Rights

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

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

Human Dignity Rights

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

Rights to Resources On and Off Campus

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

Campus Judicial Rights

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

Legal Rights

- A. To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
- B. To receive full and prompt cooperation and assistance of campus personnel in notifying proper authorities;
- C. To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

- A. To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants;

- B. To be notified of the options for and provide assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates

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

SMOKING POLICY

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

STUDENT DISSENT/DISRUPTION OF COLLEGE FUNCTIONS

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

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

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

1. Interference with the freedom enjoyed by members of the Ramapo College community or its invited guests to speak or hear one another during in-class or out-of-class educational programs or activities.

2. Interference with the normal administrative, advisement, or ceremonial functions of the College (e.g., meetings, orientation, counseling, graduation, athletic contests, etc.).
3. Interference with the public service activities of the College (e.g., the speeches of invited speakers, the activities of groups renting the College's facilities, etc.).
4. The occupation of rooms or defined areas used for teaching or administrative purposes or of space(s) which have not been reserved using the College's normal room or space scheduling system.

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

Applicable State Laws

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

STUDENT HEALTH INSURANCE

Non-International Students

New Jersey State law requires that all full-time undergraduate students (12 or more credits) and all full-time graduate students (9 or more credits) must have proof of health insurance.

- Students entering in the fall term will automatically be charged the prevailing health insurance premium and enrolled in the health insurance plan. The premium covers the fall, winter, spring, and summer terms.

- Students entering in the spring term will automatically be charged the prevailing health insurance premium and enrolled in the health insurance plan. The premium covers the spring and summer terms.
- Health insurance is not automatically charged for the summer term but may be purchased on a voluntary basis directly through the company.

International Students

The United States Bureau of Citizenship and Immigration Services requires that all F-1 or J1 visa undergraduate and graduate international students, regardless of the number of credit hours enrolled, are required to have proof of health insurance, which includes coverage for health evacuation and repatriation.

- International students entering in the fall term will automatically be charged the prevailing health insurance premium and enrolled in the health insurance plan. The premium covers the fall, winter, spring, and summer terms.
- International students entering in the spring term will automatically be charged the prevailing health insurance premium and enrolled in the health insurance plan. The premium covers the spring and summer terms.
- Health insurance is not automatically charged for the summer term but may be purchased on a voluntary basis directly through the company.

Explanation of Increase

There is a provision in the Public Health Service Act and the Affordable Care Act, signed into law in 2010, which requires College and University Student Health Plans to meet certain minimum coverage requirements.

As a result of the rules and regulations published by the United States Department of Health and Human Services on March 26, 2012 all Collegiate Student Health Plans must provide minimal limits of \$100,000 per year and eliminate any sub limits for prescription drugs and wellness benefits. As a result the New Jersey State Colleges and Universities Student Plan's benefit levels will be increasing to meet these mandates.

The increase in benefits requires an increase in the annual premium cost. Students health insurance cost is \$855 annually for undergraduate and \$1,242 for graduate students.

Students who have other coverage available will be able to waive out of the student health insurance plan.

New Jersey Statute **18A:62-15** provides in part that:

1. Every student enrolled as a full-time student shall present evidence of the health insurance coverage required by subsection a. of this section to the institution at least annually.
2. The State Department of Health shall **require all public and private institutions of higher education in this State to offer health insurance coverage on a group or individual basis** for purchase by students who are required to maintain the coverage pursuant to this section.

The new Federal healthcare laws also require parents' health care provide coverage for dependent up to age 26. Students are encouraged to investigate that possibility as an alternative to the student health insurance. Students should also explore their eligibility for public health benefits before deciding whether or not to waive out of the student insurance program.

Health Insurance Waiver

Students having outside coverage can deduct the amount of the health insurance from their bill, providing the online *Health Insurance Waiver Form* is completed no later than the [waiver deadline](#). When the form is submitted, a credit will be posted to the student's account the following day. **The Waiver Form will not be available after the waiver deadline. [Click here to access the Waiver Form](#). Please use only the electronic version of this waiver form. Modified print versions and/or faxes will not be accepted.** If a waiver is submitted in the fall, a student does **not** have to resubmit a waiver in the spring. Spring waivers are only for students who were **not** registered in the fall.

All full-time registered students who have not submitted a waiver by the published waiver deadline will be enrolled in the group health insurance plan administered by United Health Care. Students will then be responsible for payment of the premium charged to their account.

Part-time Students and Full-Time/Part-Time Dependents

The College insurance plan is also available for part-time students and their dependents and full-time students who want to add their dependents. **Enrollment is directly through the insurance company.** The premium charge will **not** appear on a student's term bill. Click on the link below to access the United Health Care enrollment form.

NOTE: If a full-time student drops down to a part-time status, the Health Insurance charge will automatically be removed from the student's account. However, if a student uses the insurance **prior** to removal of the coverage, the Bursar's Office will manually charge the student's account at the **part-time rate**, which is a significantly higher charge.

Enrollment Dates

Fall enrollment: August 2, 2012 to August 1, 2013

Spring enrollment: January 1, 2013 to August 1, 2013

Summer enrollment: May 1, 2012 to August 1, 2013 **(Students must enroll directly with the company.)**

NOTE: Permanent ID cards will be issued to students for the fall term once the College submits a roster to United Health Care on September 27, 2012. However, if a student needs immediate medical attention, please contact Joann Conti in the Bursar's Office at 201.684.7482. Arrangements will be made with United Health Care to issue a temporary ID card.

Spring enrollment: The roster is scheduled to be sent to United Health Care on February 14, 2013. However, if a student needs immediate medical attention, please contact Joann Conti

in the Bursar's Office at 201.684.7484. Arrangements will be made with United Health Care to issue a temporary ID card.

Issuing a temporary ID card only applies if a student's term bill is paid or if a student has an authorized deferment authorized by the Bursar's Office.

United Health Care

[Click here](#) to review plan brochures and enrollment materials, enroll on line (if you want part-time or full-time/part-time dependent coverage), I.D. cards (temporary & permanent), check the status of an existing claim, locate healthcare provider information, gain access to the Student Health Zone, and obtain forms and information about our customer and claims services.

For the Waiver Form and Waiver Deadlines, please go to the Bursar's Website at the following link: <http://www.ramapo.edu/bursar/health.html>

STUDENT RECORDS

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

In order to protect the rights of students regarding these 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 policies, as well as the **Educational Record Guide**, can be found at:
http://www.ramapo.edu/catalog_10_11/registration-policies.html?col1=open#Co