students have received an official waiver or substitution for any course(s), a copy of the approved waiver or substitution must be attached to the packet. The academic deans will certify each of their graduates. Those students whose application for graduation has been denied may appeal the decision through the office of the appropriate academic dean.

APPLYING FOR A CURRICULUM REQUIREMENT WAIVER

It is necessary to complete all courses in an approved curriculum in order to graduate. Students who feel there is justification for waiving/substituting any course in their curriculum must obtain official permission to do so by applying for a course waiver. The form for this procedure is available through the office of the dean of the academic division in which the student is enrolled, or through the main office at the Camden City Campus and the William G. Rohrer Center. Course waiver requests must be filed in the dean's office no later than February 15 for students expecting to graduate in May/June or August and by September 15 for students expecting to graduate in January. The office of the appropriate dean will notify students that the waiver has been accepted or rejected. That decision will be final.

WHEN YOU GRADUATE...

ALUMNI ASSOCIATION

With more than 25,000 graduates, the Camden County College Alumni Association provides alumni the opportunity to stay connected to the College. Upon graduation, alumni are eligible to receive their official alumni ID card from the Camden County College, Foundation/Alumni Relations office. There is no cost to join and member benefits include access to the College's Wellness Center; computer labs, library, and optical clinic. For additional information regarding alumni ID cards or associated benefits, contact the Camden County College Foundation/Alumni Relations Office at (856) 227-7200, ext. 4258.

Student Code of Conduct

MENTAL HEALTH ASSISTANCE

Camden County College is concerned about every student's well-being. We realize that during these times of transition into the College environment many students are faced with challenges that may be difficult to handle alone. If you believe you may need help in dealing with personal issues, substance abuse, feelings of depression or prolonged sadness or anger, we encourage you to speak to an advisor in the executive dean of enrollment and student services or call the Department of Public Safety.

In order to provide professional services, Camden County College has entered into agreements with various providers who offer mental health services for those individuals in need of such a program. The purpose of these affiliations is to increase access to community mental health services for Camden County College students, as well as providing access for the Camden County mental health agencies to individuals in need of their services. At present, Camden County College has affiliations with the following agencies:

1. The South Jersey Behavioral Health Resources is located in Camden, New Jersey – Provides an array of behavioral health and human services, including assessment and referral, individual, family and group therapy, psychiatric evaluation and medication monitoring.
2. The Center for Family Services is located in Camden, New Jersey – Provides comprehensive multi-component crisis interventions, including but not limited to students whose lives have been disrupted by a traumatic experience.

3. The Hispanic Family Center of Southern New Jersey, with various offices located in Camden, Voorhees and Williamstown – Assists individuals struggling with issues such as anxiety, depression and psychosis. The Center for Family Services offers bilingual and bicultural therapists.

Participation is confidential; cost is on a sliding scale.

ANTI-HARASSMENT, INTIMIDATION AND BULLYING POLICY

Camden County College shall provide an academic environment free of harassment, intimidation and bullying, and prohibits any acts of harassment, intimidation, or bullying on any Camden County College property, or at any function sponsored by Camden County College.

The College defines harassment, intimidation and bullying as any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, gender expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, when these behaviors substantially disrupt or interfere with the orderly operation of the institution or with the rights of students and other constituencies.

The College further holds that these behaviors constitute harassment, intimidation, or bullying when a reasonable person should know under the circumstances that they:

1. Will have the effect of physically or emotionally harming another person or damaging that person's property, or of placing them in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
2. Will have the effect of insulting or demeaning any student or group of students or College employees or constituencies; or
3. Create a hostile educational environment for a student; or
4. Infringes on the rights of a student at Camden County College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to a student.

Students who engage in acts of harassment, intimidation or bullying are subject to disciplinary action as outlined in the Student Handbook, up to and including expulsion from the College. Copies of this policy shall be posted on the College's website.

Visitors who engage in these acts are subject to penalties as determined by the College and law enforcement officials with jurisdiction over the location in which the offense occurs.

Employees who engage in these acts are subject to disciplinary action including termination of employment as outlined in the College's policies on Code of Conduct, Acceptable Use of Technology, Diversity and Civility, Sexual Harassment, and to penalties as determined by any applicable laws.
Code of Conduct, Disciplinary Hearings & Appeals Process

INTRODUCTION
All students enrolled at Camden County College acknowledge with their enrollment an obligation to abide by the College's regulations and policies, as approved by the administration and Board of Trustees. Students are responsible for their own actions and are expected to maintain the highest standards of conduct at all times and in all places affiliated with the College. Each student must, of course, respect the rights and privileges of all other students, as well as College administrators, faculty and staff. The College reserves the right to dismiss a student or from the College, or restrict from any other College activity or facility any student whose behavior is detrimental to the College or its students. (Academic policies and procedures shall govern dismissal or suspension for academic reasons.) Visitors to the College also are obliged to abide by the Student Code of Conduct and may be restricted from College activities or from one or all campuses as a result of code violations.

PURPOSE
The purpose of the Student Code of Conduct is to protect Camden County College, its academic and social community and its property from harm resulting from acts of its students or visitors that may cause injury or threat of injury. The Student Code of Conduct defines prohibited conduct as any behavior that violates College standards. The code gives students and visitors notice of the standards expected. The College will take appropriate disciplinary action against violators. Violators also may be accountable to law enforcement authorities, as well as to the College, for acts that constitute violations of law as well as violations of this code. College disciplinary actions may proceed regardless of any pending criminal legal proceedings. The College recognizes that its inherent powers and responsibilities to protect the safety and well-being of the campus community are broad, as is the potential range of misconduct that could harm persons and property on campus. Accordingly, this code is to be interpreted broadly so as to ensure the protection of the Camden County College community.

MISCONDUCT
The following acts, when committed by students or visitors to Camden County College, will be considered misconduct. Any person committing these or similar acts is subject to discipline under this code. This code applies to conduct engaged in on the property of Camden County College while attending College functions, on-campus at any College location, or off-campus functions of college-sponsored organizations, conducted on-campus at any College location; or off-campus; or any other college-sponsored events, on- or off campus, or at clinical/agency sites affiliated with the College. These acts are not meant to define misconduct in exhaustive terms.

1. Engaging in disruptive behavior which threatens others or in any way interferes with the teaching and learning process.
2. Engaging in hostile conduct or disorderly behavior that might incite immediate violence.
3. Engaging in abusive or demeaning conduct (including the use of profanity), obscene gestures, sexual exploitation, or harassment, including cyber harassment, directed toward another individual or group of individuals which has the effect of creating a hostile environment and infringes upon the rights and privileges of other members of the College community.

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4. Intentionally or recklessly causing physical or psychological harm to any person, stalking, bullying or intentionally or recklessly causing reasonable apprehension of such harm.

5. Committing any physical act of harassment, intimidation, or bullying (as that term is defined in N.J.S.A. 18A:37-14 and N.J.S.A. 18A:38-68), or any such acts in the form of gestures, written, verbal or electronic communication, that may reasonably be perceived as being motivated either by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, when these acts substantially disrupt or interfere with the orderly operation of the College or the rights of other students or College employees.

6. Committing any acts in any form that will have the effect of emotionally or physically harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property.

7. Committing any acts that have the effect of insulting or demeaning any student or group of students or creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

8. Using, possessing, brandishing or storing any weapon or facsimile of a weapon without proper authorization.

9. Using, possessing or being under the influence of alcoholic beverages and/or controlled substances.

10. Using, possessing, manufacturing, distributing or selling a controlled substance in violation of Federal Law or the State of New Jersey.

11. Misusing fire safety equipment or tampering with any electrical system, wiring, telephone service, fire safety equipment or security devices.

12. Using and/or possessing fireworks, pyrotechnics, explosives or flammable liquids on College premises without proper authority.

13. Gambling in violation of the laws of the State of New Jersey, or playing any games of chance (including all card games) or skill that, under the circumstances, provoke or may provoke disorderly behavior

14. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.

15. Intentionally or recklessly disrupting College operations or College-sponsored activities.

16. Intentionally or recklessly furnishing false information to the College, including forgery, alteration or misuse of College documents, records or identification.

17. Accessing, modifying or transferring electronic data system software or computing facilities without authorization and other violations as outlined in the Student Responsibilities and Acceptable Use of Technologies Policy.

18. Stealing or wrongful appropriation of property, belonging to the College or anyone else.

19. Destroying, damaging or misusing property of the College or others on campus.

20. Failing to comply with the directions of a College official, faculty member, public safety officer, or police officer acting in the performance of their duties; or failing to positively identify one’s self to a
College official, faculty member, public safety officer, or police officer when requested to do so. The
required form of identification shall be a current and validated College identification card, Social
Security card, driver's license, military ID card, photo ID, etc.

21. Being present or using College premises, facilities or property without proper authority.

22. Using or misusing the College's name or logo for soliciting funds, sponsoring of activities or on
printed matter without proper authority.

23. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

24. Violating College regulations or policies, including campus motor vehicle regulations, Tobacco-Free
Institution Policy, etc.; or federal, state or local laws.

25. Violating local, state or federal law on College property or off campus when such violation adversely
affects the College.

ADMINISTRATION OF CODE AND PROCEEDINGS
This Student Code of Conduct shall be administered by the executive dean of enrollment and student
services or his/her designee. In the case of visitors, Public Safety personnel will handle sanctions as
appropriate.

CLASSROOM MANAGEMENT
The primary responsibility for managing the classroom environment rests with faculty members who are
authorized to remove students from class for behavior that threatens others or in any way impedes the
teaching and learning process. If such a student refuses the faculty member's request to leave, the faculty
member may request the assistance of the Department of Public Safety to remove the student from
class. When a faculty member has removed the student from class for disruptive behavior and deems
it necessary to preclude the student from returning to this particular class, the faculty member should
immediately file a misconduct complaint with the executive dean of enrollment and student services,
students or those acting on his/her behalf, who will follow the procedures set forth herein to determine
whether the student has violated this code and if so, whether to impose sanctions.

SANCTIONS
Acts of misconduct will be met with one or more of the following sanctions, all of which will be
permanently recorded and kept on file in the Office of the Executive Dean of Enrollment and Student
Services.

1. Warning – verbal or written admonition against further violations, alerting student that
continuation of misconduct may be cause for more severe disciplinary action.

2. Written Reprimand – written warning placed in student’s file alerting student that continuation of
misconduct may be cause for more severe disciplinary action.

3. Restriction – from a College activity or facility for a specified period of time

4. Referral – to a workshop or other intervention designed to mitigate the particular code violation.

5. Community Service – on-campus activity to improve campus life.

6. Fine – a monetary penalty to cover the costs of replacing physical property of the College or the
property of others intentionally damaged or stolen by any student or damaged through the gross
negligence of the student. The payment of any fine by a student shall in no way limit the right of the College to seek restitution through appropriate civil proceedings.


8. Suspension – temporary exclusion from all academic work or specified classes and/or other College-related activities for a specified period of time.*

9. Expulsion – permanent dismissal from classes and College activities. This action shall be permanently recorded on student's transcript.*

*If suspension or expulsion is the resulting disciplinary action, the student is responsible for contacting his/her instructors to arrange make-up for missed course work, if applicable.

REPORTING MISCONDUCT

Allegations of student misconduct will be reported promptly to the assistant to the executive dean of enrollment and student services or those acting on his/her behalf. All reports will be addressed in a timely manner. When student misconduct occurs, any person observing it (including students, faculty, administrators, etc.) should immediately report the misconduct to the responsible College official. Any reports received by campus officials or public safety personnel will be routed to the assistant to the executive dean of enrollment and student services. A written report will be submitted as soon as possible after a verbal report is made, and will include, at a minimum, the following information:

1. name, department and position of the person making the report;
2. date(s), time(s) and place(s) of each alleged act of misconduct;
3. name(s) or other identifying information of the student(s) involved in the allegations;
4. a detailed description of each act of student misconduct including what was stated and done by the individuals involved;
5. the name(s) or other identifying information of other witnesses to the acts of student misconduct;
6. a brief indication as to which specific provisions of the Student Code of Conduct are alleged to have been violated; and
7. a statement by the person making the report whether he or she will be willing to participates if necessary as a witness in subsequent administrative proceedings.

The assistant to the executive dean of enrollment and student services or those acting on his/her behalf shall immediately notify the Department of Public Safety of the occurrence of any misconduct constituting a violation of law and of the suspension of any student for misconduct. A copy of the notice will also be sent to the appropriate academic deans.

Misconduct may also be reported directly to the Department of Public Safety. If the conduct is considered to be pervasive, continually disruptive to a class, or places others at risk, the Department of Public Safety will remove the student from class and the College campus until meeting with the assistant to the executive dean. In some cases, the student will be required to report to the assistant to the executive dean of enrollment and student services before being permitted to return to class.
SILENT WITNESS TIP LINE: (856) 374-4907 (VOICEMAIL CHECKED DAILY)
Camden County College maintains a 24/7 tip-line. Anyone may leave a recorded message with information on anything happening on any campus concerning misconduct or safety concerns. Messages may be left anonymously. This number accepts a recorded message and should never be used to report a crime or incident occurring at the time of the call. For all instances needing immediate attention, call the direct public safety number. See "direct phone numbers" on page 67.

DISCIPLINARY CONFERENCE
When misconduct is reported, the assistant to the executive dean of enrollment and student services, her designee, or the designated official at Camden City Campus or William G. Rohrer Center will as immediately as feasible speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The assistant to the executive dean of enrollment and student services or those acting on her behalf will discuss the matter with the alleged violator apprising him/her of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this discussion, the assistant to executive dean of enrollment and student services or those acting on his/her behalf shall determine whether (1) to dismiss the matter, (2) to issue a warning, (3) to issue a written reprimand, (4) to restrict facility use or participation in activities, (5) to refer for an intervention strategy, (6) to assign community service, impose an appropriate sanction him/herself or (7) to convene the Hearing Board.

REFERRAL TO HEARING BOARD
If the assistant to the executive dean of enrollment and student services determines that referral to the Hearing Board is in order, he/she will provide the student with written notice of the time and place of the disciplinary proceedings before the Hearing Board, and the nature of the complaint against the student. The student charged shall receive at least five (5) days advance written notice of the hearing. Disciplinary proceedings are closed. Attendance is limited to board members, the alleged violator, the violator's representative, the complaining party and any witnesses. Proceedings before the Hearing Board are not intended to be a formal legal proceeding, but rather administrative proceedings and are conducted informally; however, a student may obtain the advice of anyone who is reasonably available and willing to assist, including a College administrator or faculty member during the proceedings before the Hearing Board. If a student advises the executive dean of enrollment and student services at least five (5) working days before the Hearing Board appearance of his/her inability to obtain such advice, assistant to the executive dean of enrollment and student services may appoint a suitable individual to advise the student. Where the assistant of executive dean of enrollment and student services deems a witness to be at risk of harm, the anonymity of the witness shall be preserved by presenting a statement of the witness out of the presence of the accused student, provided that the substance of the witness' statement is made known to the accused student. The student charged shall have the right to produce persons or materials to refute the charge and may personally testify and make a closing statement to the board prior to its deliberations. At the discretion of the Hearing Board chair, questions may be posed by the alleged violator indirectly through the Hearing Board chair but witnesses are not subject to direct cross examination. Disciplinary proceedings before the Hearing Board and action to the extent possible shall be implemented rapidly and with a sense of urgency. If written notice is served during the period June through August, proceedings will occur within one month of the first day of the fall semester.
Failure to Appear – Failure of the student charged to appear before the Hearing Board after proper notice will not normally be cause to postpone or cancel the proceeding, which may be conducted in the absence of the student charged. The Hearing Board shall make its findings and recommendations at the conclusion of the presentation of the matter. An adverse finding must be supported by a preponderance of the evidence presented to the board. Determinations of the Hearing Board shall not be made public unless required by law. The findings, recommendations and summarized record of proceedings in disciplinary cases shall be transmitted in writing to the assistant to the executive dean of enrollment and student services. If the Hearing Board finds no basis for imposing discipline, no further discipline shall be imposed for the same charge. If it is determined that discipline is warranted, the Hearing Board may recommend the appropriate sanction from the list above. The assistant to the executive dean of enrollment and student services will consider the recommended sanction and make the determination of the appropriate sanction. The assistant to the executive dean of enrollment and student services must notify the student within a reasonable period of time (no longer than 15 days) of the sanction to be imposed.

WAIVER PROCESS

Hearing Board Waiver – Despite the referral of a matter to the Hearing Board by the assistant to the executive dean of enrollment and student services a student may file with the assistant to the executive dean of enrollment and student services a written waiver of the review the Hearing Board. Upon filing such a waiver, the executive dean of enrollment and student services will determine the disciplinary action warranted.

Complaint Withdrawal – The assistant to the executive dean of enrollment and student services reserves the right to withdraw a complaint for demonstrated cause prior to the Hearing Board review or rendering of a disciplinary action.

Student Appeal – Students may appeal the determination of discipline imposed by the assistant to the executive dean of enrollment and student services or the Hearing Board to the executive dean of enrollment and student services. A student desiring to appeal the decision of the Hearing Board or the assistant to the executive dean of enrollment and student services or those acting on his/her behalf, must file a written request due to the executive dean of enrollment and student services within five (5) days of receiving the notice of sanctions imposed. Within ten (10) working days from receipt of a student’s appeal, to the executive dean of enrollment and student services will review the record of any Hearing Board proceedings and other relevant documents and notify the student in writing of his/her agreement or disagreement with the decision. The decision being appealed will not be implemented during the appeal process; however, a student suspended from campus and/or activities shall not be permitted to return unless circumstances no longer justify the suspension as determined by the executive dean of enrollment and student services. The decision of the executive dean of enrollment and student services is final.

College Policies

ACCEPTABLE USE OF INFORMATION TECHNOLOGIES INTRODUCTION

In support of Camden County College’s vision of preparing students for leadership in society, expanding access and meeting the emerging learning and training needs necessary for concerned citizenship, the College maintains technology systems that allow students to pursue academic excellence and innovation.