

# UNION COUNTY COLLEGE STUDENT HANDBOOK 2016/17



*Transforming Our Community...  
One Student at a Time*

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Dear Student,

**Congratulations on making the best decision of your life!**

We are delighted that you have chosen to attend Union County College. At Union we take great pride in providing many opportunities to assist you with your academic growth, personal enrichment and career preparation.



*Helen Castellanos Brewer*

We are committed to providing quality support services and ensuring you will have the access to the resources to assist you in reaching your educational goals. From enrollment to graduation, faculty and staff will be there to support you in your educational endeavors. Our goal is to promote student success and ensure students graduate in a timely manner.

Become familiar with this Student Handbook as it is one step you can take to help you ensure your success. The handbook contains helpful policies and procedures, general College information, an overview of our resources, as well as a description of your rights and responsibilities as a student. I encourage you to take charge of your education and get involved in our college community.

Best wishes as you experience all that Union County College has to offer.

Helen Castellanos Brewer  
Vice President of Student Development



## MISSION

### **TRANSFORMING OUR COMMUNITY... ONE STUDENT AT A TIME.**

Our Mission is guided by our commitment to empower students to achieve their goals by providing access to high quality and affordable higher education to the residents of Union County. As a comprehensive community college with a diverse student population, we provide career programs, transfer programs, developmental education, and lifelong-learning opportunities, with a focus on excellence in all that we do.



## COMMUNICATIONS

All students receive a college email account that is accessible through the College web page [www.ucc.edu](http://www.ucc.edu).

All important college announcements will be sent to your Union County College e-mail address. When conducting electronic business with any Union County College personnel, please use your Union student email account because that is the only way we will communicate with you electronically. All follow-up responses will be sent to your Union student email only. E-mail accounts are accessible even after you leave Union County College.

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# STUDENT DEVELOPMENT



## STUDENT SERVICES CENTERS

Student Services Centers are available on each campus and offer a wide variety of services for new, returning and continuing students. Qualified staff are there to assist students with all of the resources to enroll and be successful in one convenient location on each campus. Services include: Applying for Admissions, Academic Advisement, Registration for Classes, Financial Aid and Scholarship Assistance, College Placement Testing, Disability Support Services, Student Accounts and billing, Educational Opportunity Fund (EOF), Veteran's Benefits and International Student Visas.

### Identification Cards (ID Cards)

Student Identification Cards are provided on the Cranford, Elizabeth and Plainfield Campuses. Identification Cards are processed in the Student Services Center. Each semester all students must obtain a current semester ID sticker. Stickers can be obtained in the Student Services Center.

## ADMISSIONS – REGISTRATION – RECORDS

Admission to Union County College is open to all high school graduates, those holding high school equivalency certificates, or those persons eighteen years of age or older. For more information on the Admissions Policy and application procedures, please visit <http://admissions.ucc.edu/admissions/applying>.

### Registration

Registration, the process by which an admitted student enrolls and completes payment for their tuition and fees, must be done each semester/session. The registered student receives or may acquire a class schedule and a paid receipt which will verify enrollment in the requested classes. For more information on the registration process, please visit <http://www.ucc.edu/coursecatalogarchive.aspx>.

### Student Classification: Freshman – FR Sophomore – SO:

Freshman Status: A student who has successfully completed 1-29 credits.

Sophomore Status: A student who has successfully completed 30 or more credits.

### Access to Student Records

Transcripts and other academic records are maintained by the College Registrar, Cranford Campus. Disciplinary records are maintained in the Office of the Dean of Students, Cranford Campus.

### Family Educational Rights and Privacy Act of 1974 – FERPA

FERPA was approved by Congress to protect the privacy of students. The Act regulates access to student records and the release of such records. The College has policies and procedures in place, which comply with this legislation. Students are assured access to their educational records and their right of privacy, which is protected by the prohibition of transferability if such records without their consent.

FERPA ensures:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The College Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College Registrar, the Registrar shall advise the student of the appropriate official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records, which the student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who seeks to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the Registrar will notify the student of the decision in writing and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent (directory information). The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, bookstore, outsourced service provider, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a

disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A School official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College.

Union County College does make limited use of outsourced contractors and consultants for various administrative recordkeeping functions.

Upon request, the College will disclose education records without student consent to officials of another school in which a student seeks or intends to enroll. Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

An exemption also exists for law enforcement. Student consent or disclosure by the College is not required in the event the US Attorney General or designee serves the College with an ex parte court order collecting education records relevant to an investigation or prosecution.

[www.ucc.edu/go/ferpa](http://www.ucc.edu/go/ferpa)

The College may release the following "directory information" of any student unless the student has designated that it should not be released without his/her prior consent:

- Name
- Union County College Email
- Address
- Field of study
- Diploma and awards received

Students requesting that their directory information not be released must:

- Submit their request in writing to the Registrar and include the following: Their name, student ID number, current address and current telephone number
  - A statement specifically stating which items of directory information the student does not wish released.
  - Student's signature.
  - Requests to withhold directory information should be addressed to: Registrar – Union County College 1033 Springfield Avenue, Cranford, NJ 07016.
- 4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Union County College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202-8520. More FERPA information can be found online at: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

### Transcripts from Union County College

An official Union County College transcript is a copy of the student's academic record, which may be issued at any time during and following attendance at the College, showing all subjects completed. Requests for transcripts can be made online by visiting [www.ucc.edu/studentselfservice](http://www.ucc.edu/studentselfservice).

Union County College Transcripts cost \$10.00 per transcript. Students are not entitled to transcripts unless all financial obligations to the College have been met. Unofficial transcripts

are available online through Web Services. Contact the Registrar for additional information at [registration@ucc.edu](mailto:registration@ucc.edu) or 908-709-7132.

### Veteran Student Services

Active military and veterans should contact us as early as possible or at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester credit hours. Failure to do so may result in termination of benefits. For specific information concerning veterans' benefits, contact the Student Services Center at [admissions@ucc.edu](mailto:admissions@ucc.edu) or 908-709-7596. Additional information and forms may be obtained through the Veterans Administration Regional Office, 20 Washington Place, Newark, N.J. 07102.

## FINANCIAL AID

### Types of Aid Available:

Union County College offers many types of financial aid from federal, state, and institutional sources to help students fund their educational goals. For information on the various types of aid available, please visit our paying for College page at: <http://www.ucc.edu/admissions/payingForCollege>

### Application Procedures

Students seeking financial aid need to complete only two forms to apply for all federal and state scholarships and grants, federal loans, federal work study, and all institutional scholarships: the Free Application for Federal Student Aid (FAFSA) and the Union County College Scholarship Application. Full and part-time students may be eligible for financial aid; however, some forms of aid will be adjusted if you are less than full-time.

#### Step 1: Complete your FAFSA

Your first step is to complete the FAFSA (Free Application for Federal Student Aid) at <https://fafsa.ed.gov/>. Remember to enter the school code of **002643** for Union County College so we receive your FAFSA electronically. Students will need to apply for a Personal Federal Student Aid ID (FSA-ID). If you are a dependent student, you and one parent will need to apply for separate FSA-IDs and use the FSA-IDs to electronically sign your FAFSA. Students and/parents must complete a federal tax return if required. While completing the FAFSA on-line, students and/parents' are able import their federal tax information from the IRS using a secure data retrieval tool (DRT).

Once you reach the Web confirmation page, locate the link entitled "Optional Feature – Start your State Application." Respond to the questions for you and/or your parents and submit the additional information to the State of New Jersey.

#### Step 2: Apply for Scholarships

Once a student has submitted a FAFSA, they should also complete the Scholarship Application. This is the application for all scholarships. Last year, we awarded hundreds of institutional scholarships to our students. If you are interested in applying for the Scholarship, please log into your

<http://owlsnest.ucc.edu/pages/ApplyFA.aspx> Owl's Nest portal (need to login) and click on the Scholarship application link on the left hand side.

### Step 3: Review your Student Aid Report

Once a student has submitted a FAFSA, the U.S. Department of Education will process their FAFSA and send them a copy in the form of a Student Aid Report (SAR). The SAR will be sent to the student electronically if you have listed an email address on your FAFSA. Please review your SAR and notify the Student Service Center. If you have made any mistakes, we will walk you through how to correct them.

### Step 4: Review your Student Eligibility Notice

The U.S. Department of Education will also send your information to all of the colleges listed on your FAFSA, as well as to the New Jersey Higher Education Student Assistance Authority (HESAA). You will receive a Student Eligibility Notice (SEN) once your eligibility for state grants is determined.

### Step 5: Check your financial aid status online

All communication from Financial Aid is in an electronic format. It is essential that you check Web Services to view your financial aid status and/or any documents required to complete your financial aid application. Students should check your Owl's Nest email account daily because all communication we send to a student is sent through this email.

## Financial Aid Application Deadlines

A free FAFSA application must be completed each year and it serves the entire academic year (Fall, Spring, and Summer terms). The FAFSA becomes available each October for the following Fall and will remain available through the following Summer. We recommend that you complete your FAFSA as soon as soon as possible.

If you previously received a Tuition Aid Grant (TAG) you will need to complete your FAFSA by April 15 to be considered for the grant in the next academic year. For more information on state grants, please visit the website for the State of New Jersey Higher Education Student Assistance Authority (HESAA) at [www.hesaa.org](http://www.hesaa.org).

Certain funds are available on a limited basis; therefore, it is in your best interest to apply as early as possible.

## Eligibility

To be eligible for Federal and State financial aid programs, you must:

- Be accepted as a student in an eligible certificate or degree program.
- Be making satisfactory academic progress for financial aid purposes.
- Have a high school diploma, General Education Development (GED) certificate, or a secondary school completion credential for home school.
- Be a U.S. citizen or eligible non-citizen (This includes legal permanent residents, or green card holders.).
- Have a valid Social Security Number.
- Register with Selective Service if required.
- Not be in default on a previously awarded student loan or owe a refund on a previously awarded grant.

Different forms of financial aid may have additional eligibility criteria.

## Satisfactory Academic Progress For Financial Aid Recipients

All students receiving financial aid from federal and state sources must be making satisfactory academic progress at Union County College. Satisfactory academic progress is evaluated each term and it is based on the student's cumulative academic history.

For our entire Satisfactory Academic Progress (SAP) Policy, including information about support services available to help you maintain SAP as well as how to appeal if you are not making SAP, please visit the Satisfactory Academic Progress page at: <http://www.ucc.edu/admissions/payingForCollege/policies/sap.aspx>

## TUITION AND FEES

Through the College's Web Services financial information features, you can easily view your payment history, refunds and any related holds on your account, pay your bill by credit card or by e-check. In addition to our online services, we are here, onsite, to answer any questions you may have about your tuition and fees, including managing payment plan options.

Please visit a Student Services Center on any of the three campuses. Call (908) 709-7063 or e-mail [StudentAccountsOffice@ucc.edu](mailto:StudentAccountsOffice@ucc.edu) for more information. For privacy reasons, please use your Owl's Nest email account.

A current schedule of tuition costs and fees is available on the College's website at: [www.ucc.edu/go/TFB](http://www.ucc.edu/go/TFB).

## SPECIAL APPEALS

A special appeal is a written appeal for a refund submitted by the student when, under certain circumstances, he/she registers for a class, and extenuating circumstances prevent the student to from attending class. Every appeal must be submitted with all necessary documentation supporting the student's statement. A special appeal is not a grade appeal nor Satisfactory Academic Progress (SAP) appeal. This special appeal form can be found in [www.ucc.edu](http://www.ucc.edu) in download documents and/or Owl's Nest under the Dean of Student's page.

## Process for Submitting Special Appeals

Make sure you are within the deadline for submitting an appeal. Appeals will not be reviewed if submitted after the deadline.

- Winter and Spring – appeals must be submitted by October 31 of that year
- Summer – appeals must be submitted by December 31 of that year
- Fall – appeals must be submitted by May 31 of that year

Knowledge of College policies and procedures are the responsibility of the student. Therefore, appeals submitted on the basis of lack of knowledge of College policies and procedures will not be considered.

Appeals must be submitted on the Special Appeal Form, signed by the student, and dated with supporting documentation that substantiates claims made in the appeal.



## ACADEMIC TESTING – ASSESSMENT CENTER

The Assessment Center provides college placement testing, CLEP, and certification testing all year long. The testing centers are located on the Cranford, Elizabeth, and Plainfield campuses. The assessment centers are located in Student Services Center on the Cranford campus; room K-523 on the Elizabeth campus; and room 117 on the Plainfield campus. Seating in the testing center is on a first-come, first-served basis, for walk-in testing.

Remember to bring a photo ID and allow yourself enough time to complete the test prior to the posted closing time. The average time to complete the placement test is 2-1/2 hours.

Personal belongings should be left at home or locked in a testing center locker. Hours of operation vary throughout the year and are posted at the various test centers. For more information contact the Student Assessment Center at 908-709-7486 or visit the following website <http://www.ucc.edu/admissions/testing.aspx>.

## ADVISING, CAREER, AND TRANSFER SERVICES (ACT)

Advising, Career, and Transfer Services has staff who are available to assist students in several areas: academic advising, career services, crisis referral services, and transfer services. Please visit the department's website for additional information at [www.ucc.edu/admissions/ACT](http://www.ucc.edu/admissions/ACT).

### Academic Advising

Academic Advising is an academic advisement and career planning process in which students are taught decision making skills to help them to succeed academically. Students are encouraged to meet with their advisor at least twice per semester to ensure timely completion of their degree.

### Transfer Services

Students interested in transferring to other colleges can receive the following services:

- Online search tools;
- On-site Admission/Instant Decision Days;
- Scholarship Information Available to Transfer Students;
- Transfer Fairs;
- Transfer Resources; and
- Transfer Workshops

### Career/Employment Advisement

Students can receive help with choosing a future career and in seeking employment prior to graduation.

### Crisis Referral Services

A crisis is any circumstance that may lead to an unstable or dangerous situation which affects an individual or group's physical or emotional well-being (e.g., accident, an argument, threat to harm self or others). **If you are in crisis, please contact 911.** If you observe any threat to physical injury/illness, emotional disturbance or violent confrontations on any Union County College campus, please notify Public Safety immediately.

For additional information regarding referral services, please contact Barbara Ruggieri at 908-709-7139 or [barbara.ruggieri@ucc.edu](mailto:barbara.ruggieri@ucc.edu).

Advising, Career, and Transfer Services provides a variety of options for students seeking support for a range of personal challenges, so that students can do their best work and feel good about it. Union County College's social worker offers referrals to local agencies, practitioner referrals for long-term therapy, information about psychotherapy, mental illness, coping, workshops, and groups.

## CAREER SERVICES CENTER

The Career Services Center is a comprehensive center for Union County workforce and economic development, which provides career, internship, and employment services to students and residents of Union County. The Career Services Center serves both Union County College students and community residents. The center is based on the first floor of the Kellogg Building, Room K119, on the Elizabeth Campus. The Center provides services for: Career Development; Career Advisement and Coaching; Career Interest Testing; Resume Writing; Job Search; and Internships/Externships Search. For additional information please visit the Center's website at [www.ucc.edu/admissions/Career-Services-Center](http://www.ucc.edu/admissions/Career-Services-Center). Services are also available on other campuses based on appointments. For more information call (908)527-7220.

## DISABILITY SERVICES

In compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent amendments, reasonable accommodations are provided to address the special needs of students with documented disabilities. Disability Support Services is designed to assist students with documented disabilities. The goals are to ensure that each Union County College student is provided equal access to the College's academic programs, activities, and awards without discrimination on the basis of a disabling condition. Students who have documented disabilities can receive help with the following:

- Reasonable Academic Accommodations;
- Academic Advisement and Registration Assistance;
- Reasonable Testing Accommodations;
- Sign Language Interpreters;
- Referral to Community Resources;
- Assistive Technologies; and
- Linkage to para transit services that provide transportation to and from the College

Please visit the Disability website for additional information at [www.ucc.edu/admissions/ACT/disabilityservices](http://www.ucc.edu/admissions/ACT/disabilityservices).

### Student Accommodation Requests

All requests for reasonable accommodations from Union County College students, pursuant to Section 504 or the ADA, should be directed to:

Ms. Karen Cimorelli  
Coordinator of Disability Support Services  
Nomahegan Hall, room SD 115  
Phone: 908-709-7164  
[karen.cimorelli@ucc.edu](mailto:karen.cimorelli@ucc.edu)

Please visit the Disability website for additional information at [www.ucc.edu/admissions/ACT/disabilityservices](http://www.ucc.edu/admissions/ACT/disabilityservices)



# ACADEMIC SUPPORT AND RESOURCES



## EDUCATIONAL OPPORTUNITY FUND – EOF

The EOF Program serves students who meet economic and academic eligibility guidelines. A comprehensive system of supportive services including a freshman orientation program, tutoring, study skills, instruction, and financial aid is offered to students through combined federal and state funding. Academic achievement and skills improvement are major concerns of the EOF program. The academic success of students is the program's number one priority. For additional information please visit the EOF website at [www.ucc.edu/go/eof](http://www.ucc.edu/go/eof), or the College catalog. For specific information regarding the application process for the EOF program please visit [owlsnest.ucc.edu/pages/ApplyEOF.aspx](http://owlsnest.ucc.edu/pages/ApplyEOF.aspx).

## OPERATION GRADUATION – OG

The College is committed to increasing graduation rates. To help accomplish this goal, a team of advisors was selected to focus exclusively on this effort and the result is the establishment of Operation Graduation. The purpose of Operation Graduation is to promote on-time degree completion. Students are targeted by cohort year and advisors work proactively to help them graduate on time. Advisors assist in the registration process and the acquisition of possible scholarships while monitoring academic performance with semester progress notes through graduation.

## PROJECT ACHIEVEMENT – PA

Project Achievement (PA) initiative was developed to increase the graduation rates of African American males over all. This initiative is supported by intrusive advising, financial assistance funded by the Union County College Foundation,

social and extracurricular activities, and wrap around services. For additional information on PA, please contact the Dean of Students or Dean of Student Success at 908-709-7572.

## SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS – STEM

The STEM Center is a cooperative program with Kean University focused on enhancing STEM and teacher education programs. We are here to help STEM majors and STEM teacher education majors on their path to academic success. In this pursuit, the STEM Center offers academic professional development, tutoring support, academic advising, transfer advising and career guidance among many other services. For more information, please contact [STEMCenter@ucc.edu](mailto:STEMCenter@ucc.edu), 908-497-4214 or stop by the STEM Center, Cranford Campus.

## LEARNING ENHANCED THROUGH ACCELERATED PATHS – LEAP

LEAP (Learning Enhanced through Accelerated Paths) is a Title V HSI grant program established in fall 2012. LEAP encourages timely graduation by providing first-time students the opportunity to complete accelerated developmental courses in English, mathematics or ESL. LEAP also coordinates review sessions in English and math for placement test preparation. In the sessions, students review key material to avoid placement in excess courses. To further support student success, LEAP designates academic advisors to provide intentional academic and career planning, tutors for in-class support, and coordinates a student leadership program. For additional information, students can contact the department at 908-709-7460 or [leap@ucc.edu](mailto:leap@ucc.edu).

## AMERICAN HONORS

Union County College has launched an honors program to attract the County's brightest students and give them the inside track toward transfer to the nation's top universities. American Honors is a national program that provides high-achieving community college graduates with a pathway to complete their bachelor's degree at some of the top four-year universities in the country. Union has begun enrolling students in the American Honors program, with the first cohort entering the College in the Fall of 2014. The American Honors program builds on Union's rich heritage of preparing transfer-minded students for success. The College has a strong, talented and dedicated faculty that understands how to teach all students—from those who come to us academically unprepared for college to those who have excelled in high school. For more information on the American Honors program, please visit their website at: <http://www.ucc.edu/americanhonors>.

## ACADEMIC LEARNING CENTERS

The Academic Learning Centers (ALCs) offer free tutoring and other support services to all Union County College students who are currently enrolled in credit bearing and/or developmental courses. Students are encouraged to take advantage of the ALCs' services whenever they need assistance; students may seek academic support as many times as they may need it.

Tutoring is delivered primarily by peer tutors who have performed well in their course work, and have demonstrated that they can convey their knowledge to fellow students

effectively, and are recommended by their instructors. Tutoring support is provided on a walk-in basis for most subjects based on tutor availability; no appointments are required. In addition, the ALCs offer online tutoring for selected courses through synchronous live chat and asynchronous environments. Another important component of the ALC's offerings on the Cranford and Elizabeth campuses is the Math Success Center (MSC), which is an area devoted to mathematics support, and is staffed with math tutors who assist students seeking help with their math course work ranging from developmental through advanced levels.

Each ALC has a computer lab with access to Windows computers and printers; computer tutors are available to assist students with networked and web-based software used in mathematics, English-as-a-Second Language, and engineering courses, among others. In addition, students can use Microsoft's Office Suite 2013; access CANVAS, the College's online course delivery system; and receive help with navigating Owl's Nest, the College's portal.

The ALCs provide employment opportunities for Union County College students. Peer tutors, computer lab assistants and receptionists are hired from the student body if they meet the departmental requirements and receive faculty recommendations.

An Academic Learning Center is conveniently located on each campus: In Cranford, on the first floor of the MacKay Library; in Elizabeth, on the third floor of the Lessner Building; and in Plainfield, in the Annex. For further information or to check with any of the ALCs for hours of operations and tutoring schedules, visit <http://www.ucc.edu/about/ALC>, or find us in Owl's Nest under Student Development.

## CANVAS

Canvas is the Learning Management System used at Union County College. Students in online and hybrid courses will use Canvas as their "online classroom." Students in traditional courses might use Canvas as a supplement to a class.

Canvas can be found in the top left corner of the Owl's Nest. You can also download the mobile apps for Android and iOS. The first log in will be your Union County College email address (example: "mailto:Susie.sample.owl@ucc.edu" [Susie.sample.owl@ucc.edu](mailto:Susie.sample.owl@ucc.edu)) and the default password is Ucc and your birthdate (2 digit month, day, year.) Example: Ucc103190 (notice the U is capitalized).

Once you log in, you will be asked to change your password. You can allow it to match your Union password or pick a new one. If you get stuck or can't log in, click on the HELP menu on the left side of the page. There is help available 24/7 every day of the year.

## FACULTY OFFICES

Faculty offices are located throughout the college campuses. During the first week of classes, students should familiarize themselves instructor information on faculty office locations, office hours, location of the divisional offices, telephone numbers and e-mail addresses.

## LIBRARIES

The Union County College Libraries' mission is to help students find and use the best information sources to support their classroom work and assignments. Each campus has its own full service library; the Kenneth Campbell MacKay Library in Cranford, the Elizabeth I. Kellogg Library in Elizabeth, and the Plainfield Campus Library in Plainfield. Each library is staffed by professional librarians who assist students in finding information, understanding citation formatting, and using library resources.

For more information about the libraries sign in to the Owl's Nest and visit our website:

[owlsnest.ucc.edu/pages/Library.aspx](http://owlsnest.ucc.edu/pages/Library.aspx).

## THE CATALOG

**Every student must be familiar with College policies and regulations as stated in the official Union County College Catalog.**

The Catalog furnishes information such as curricular requirements, course descriptions, and College fees, for the year in which the student begins his or her academic career at the College. Every student is held responsible for knowing its contents. The Catalog is an important document and may be required for course descriptions when you transfer. Catalog updates will be posted online as required. For additional information please visit:

<http://owlsnest.ucc.edu/student/Documents/2016-17Catalog.pdf>

## CREDIT HOUR PROCEDURE

All credit courses offered by Union County College conform to applicable federal and state regulations concerning the assignment of credit hours. The following delineates the College's policy regarding the assignment of credit hours.

### I. Credit Hour Definition

**The U.S. Department of Education defines "credit hour" as:**

"An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalent that reasonably approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
- (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours." (Electronic Code of Federal Regulations, Title 34: Education, Part 600 – Institutional Eligibility under the Higher Education Act of 1965, as amended, Subpart A – General, Section 600.2)

The U.S. Department of Education further holds that "[t]here is no "seat time" requirement implicit in the definition of a credit hour" and that such definition "does not dictate particular amounts of classroom time versus out-of-class student work," noting that:

"...a credit hour may be for an equivalent amount of work over a different amount of time. There is no requirement that a 3-semester hour course meet 3 hours per week during a semester or a 3-quarter-hour course meet 3 hours per week during a quarter. The requirement is that the institution determine that there is an amount of student work for a credit hour that reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester for a semester hour or a quarter for a quarter hour." (Program Integrity Questions and Answers – Credit Hour)  
<http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/credit.html>

### State of New Jersey:

All credit-bearing degree and certificate programs at Union County College are approved by the State of New Jersey Department of Education (NJDOE). Calculation for credit hours for these programs follows NJDOE guidelines, which are consistent with the U.S. Department of Education's definition of a credit hour.

According to the New Jersey Administrative Code Title 9A – Higher Education, Subchapter 1, 9A:1-1.2, a "'Semester credit hour' means 50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length)."  
<http://www.nj.gov/highereducation/documents/pdf/Licensure/LicensureRules.pdf>

## II. Credit Hour Assignment

In awarding credit hours, Union County College conforms to the state and federal definitions listed above as well as any policies set forth by the Middle States Commission on Higher Education.

Union County College has fall and spring semesters that consist of 15 weeks of instruction that include a final exam week. The College also offers 6- and 10-week summer terms, an 11-class Winter Session, 13-week Saturday or Sunday sessions, and 11- or 12-week Later Start classes, which begin on the third week of each fall and spring semester. All scheduling options include an additional final exam and comply with all policies regarding meeting times and amount of work required.

Under the supervision of the Academic Deans and the Vice President for Academic Affairs, the faculty develops, maintains, and revises the curriculum, with the President having final approval of the curriculum. Assignment of credit hours for courses is based on best practices and course learning outcomes. Existing courses are evaluated for adherence to the federal credit hour regulations during the Five-Year Program Review. New courses are developed and recommended at the Division level and sent to the Curriculum Committee for further review and recommendation(s). The Curriculum Committee is charged with following the policy on credit hours in their review and recommendation of all courses and curricula and in certifying that the expected student learning for the course meets the credit hour standard. Approval of all courses, new or revised, rests with the Vice President of Academic Affairs. Approved courses are sent to the Registrar's Office for inclusion in the College Catalog.

The Academic Deans review the class schedules prior to the start of each semester to ensure that all classes are scheduled for the number of minutes that correspond to the credits assigned. Any discrepancies are brought to the attention of the appropriate Division Dean for correction or explanation. The Provost/Associate Vice President for Academic Affairs conducts a final review and approval of the class schedules.

The following provides general guidance on how the credit hour is applied to the particular mode of instruction. Note, however, that the credit hour definition does not dictate particular amounts of classroom time versus out-of-class student work; the information below serves as general guidance only.

**Lectures:** Courses with multiple students that meet and participate in various forms of group instruction under the direct supervision of, and instruction with, a faculty member wherein the student performs substantive work in a classroom setting. The credit to contact hour ratio is 1:1 as stipulated in the New Jersey Administrative Code Title 9A – Higher Education. <http://www.nj.gov/highereducation/documents/pdf/Licensure/LicensureRules.pdf>

### Lectures: Classroom Instruction and Outside Student Work

Credits Awarded	Minimum Contact Time Per Week	Minimum Instructional Time for 14 Weeks (Contact Time and Final Exam Week x Number of Weeks)	Minimum Out-of-Class Student Work per Week	Minimum Out-of-Class Student Work Total for 14 Weeks (Outside Work x Number of Weeks)	Instructional Contact Time and Out-of-Class Student Work Total
1	55 contact minutes	750 contact minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
2	107 contact minutes	1500 contact minutes	200 minutes	3000 minutes	4500 minutes (75 hours)
3	160 contact minutes	2250 contact minutes	300 minutes	4500 minutes	6750 minutes (112.5 hours)
4	214 contact minutes	3000 contact minutes	400 minutes	6000 minutes	9000 minutes (150 hours)



**Laboratory:** Courses with a focus on experiential learning under the direct supervision of, and instruction by a faculty member wherein the student performs substantive work in a laboratory setting. The credit to contact hour ratio is 1:2 or 1:3 as stipulated in the New Jersey Administrative Code Title 9A – Higher Education.

**Laboratory: Classroom Instruction and Outside Student Work (1:2)**

Credits Awarded	Minimum Contact Time per Week	Minimum Instructional Time for 14 Weeks (Contact Time and Final Exam Week x Number of Weeks)	Minimum Out-of-Class Student Work per Week	Minimum Out-of-Class Student Work Total for 14 Weeks (Outside Work x Number of Weeks)	Instructional Contact Time and Out-of-Class Student Work Total
1	107 contact minutes	1500 contact minutes	50 minutes	750 minutes	2250 minutes (37.5 hours)
2	214 contact minutes	3000 contact minutes	100 minutes	1500 minutes	4500 minutes (75 hours)
3	321 contact minutes	4500 contact minutes	150 minutes	2250 minutes	6750 minutes (112.5 hours)
4	428 contact minutes	6000 contact minutes	200 minutes	3000 minutes	9000 minutes (150 hours)

**Laboratory: Classroom Instruction and Outside Student Work (1:3)**

Credits Awarded	Minimum Contact Time per Week	Minimum Instruction Time Total for 14 Weeks (Contact Time and Final Exam Week x Number of Weeks)	Minimum Out-of-Class Student Work per Week	Minimum Out-of-Class Student Work Total for 14 Weeks (Outside Work x Number of Weeks)	Instructional Contact Time and Out-of-Class Student Work Total
1	160 contact minutes	2250 contact minutes	0 minutes	0 minutes	2250 minutes (37.5 hours)
2	321 contact minutes	4500 contact minutes	0 minutes	0 minutes	4500 minutes (75 hours)
3	482 contact minutes	6750 contact minutes	0 minutes	0 minutes	6750 minutes (112.5 hours)
4	642 contact minutes	9000 contact minutes	0 minutes	0 minutes	9000 minutes (150 hours)

**Clinical Laboratory:** Courses in nursing and allied health with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a clinical setting. The credit to contact ratio is 1:3 as stipulated in the New Jersey Administrative Code Title 9A – Higher Education.

**Clinical Laboratory: Classroom Instruction and Outside Student Work**

Credits Awarded	Minimum Contact Time per Week	Minimum Instruction Time Total for 14 Weeks (Contact Time x Number of Weeks)	Minimum Out-of-Class Student Work per Week	Minimum Out-of-Class Student Work Total for 14 Weeks (Outside Work x Number of Weeks)	Instructional Contact Time and Out-of-Class Student Work Total
1	160 contact minutes	2250 contact minutes	0 minutes	0 minutes	2250 minutes (37.5 hours)
2	321 contact minutes	4500 contact minutes	0 minutes	0 minutes	4500 minutes (75 hours)
3	482 contact minutes	6750 contact minutes	0 minutes	0 minutes	6750 minutes (112.5 hours)
4	642 contact minutes	9000 contact minutes	0 minutes	0 minutes	9000 minutes (150 hours)

**Online and Hybrid:** Online courses are delivered in an electronic format. Hybrid courses are conducted in both face to face and electronic formats.

### Online and Hybrid: Instruction and Outside Student Work

Format	Number of On Campus Meetings	Section Number	Example	Notes
Online	None*	300, 301, 302, etc.	CIS 111 300	Winter session section #'s are 230 and 231
Success in 7 Online	None*	713 - 716 or 723 - 726	CIS 111 713	Success in 7 Online courses are identified as 713/723. The "1" refers to the first 7 weeks of the semester, the "2" refers to the second 7 weeks of the semester. The "3, 4, 5, or 6" indicates it's an online course.
Hybrid	14	390, 391, 392, etc.	CIS 111 390	Meets once a week for 80 minutes or approximately 1/2 traditional class meetings.
*proctored exam may be required				

### III. Instructional Approaches:

**Independent Study:** An educational activity whereby a student works independently with a professor on a course, where the credit hours, and learning outcomes are aligned with F2F or distance delivery.

**Selected Topics:** Problems or topics of importance in specific areas are offered within a course and lecture approach. Selected Topics courses will depend on student demand.

**Co-op Experience:** An experiential learning experience that is offered outside of the traditional lecture or laboratory format and links coursework with the real world.

**Online Courses:** Courses that are delivered entirely over the internet and have an equivalency chart to ensure parity with classes offered in a traditional format.

**Hybrid Courses:** Hybrid courses combine traditional on-campus class meetings with online course learning, offering a flexible learning schedule.



semester average of 3.25 with no grade lower than a "C" for the Academic Vice President's List and 3.75 with no grade lower than "B" for the President's List.

### Academic Excellence

**Only matriculated students will be considered for academic excellence. Students on probation are not eligible for recognition of academic excellence.**

Matriculated students carrying 15 credit hours during one semester are eligible for the Academic Vice President's Honors List if they attain an average of 3.00 with no grade lower than "C", and for the President's High Honor List if they achieve an average of 3.50 with no grades lower than "B". Matriculated students carrying 12 credit hours during the semester are eligible for the Academic Vice President's List if they attain an average of 3.25 with no grade lower than "C", and for the President's List if they achieve an average of 3.75 with no grade lower than "B".

Matriculated part-time students will be considered for recognition of academic excellence if they have earned at least 12 quality hours and have attained a cumulative grade-point average of 3.00. Once this minimum is met, part-time students must carry no less than 6 credit hours and attain a

#### President's List:

Credits	Quality Points	Average
12	45	3.75
13	48	3.69
14	50	3.57
15 or above	53	3.50

#### Academic Vice President's List:

Credits	Quality Points	Average
12	39	3.25
13	41	3.15
14	43	3.07
15 or above	45	3.00

## HONOR SOCIETIES

**Chi Alpha Epsilon** the Psi Chapter of the Chi Alpha Epsilon is Academic Honor Society, a national honor society for students in the Educational Opportunity Fund Program. Students are eligible for membership if they have achieved a high standard of academic performance demonstrated by holding a cumulative grade point average (GPA) of 3.0 or better for two consecutive semesters with a minimum of 18 college level credits as full-time matriculated students or as a graduating final cumulative GPA.

**Lambda Epsilon Chi** is a nationally known academic honor society for paralegal students. Sponsored by the American Association for Paralegal Education (AAfPE), the society offers national scholarship opportunities, participation in regional, state and local conferences, and networking opportunities. Candidates for membership in Lambda Epsilon Chi must be in good academic standing and have completed at least two-thirds of their paralegal coursework. Candidates also must have a cumulative GPA of 3.5 or higher.

**Mu Alpha Theta** is a national honor society which promotes scholarship in Mathematics at two-year colleges. Members of the Union County College Chapter enjoy a variety of field trips to companies/institutions of scientific and general interest (e.g., Exxon, Hewlett-Packard, Princeton University, and Fusion Labs). Requirements for acceptance are 3.5 average in any mathematics courses at the Math 143 or higher level and an overall cumulative GPA of 3.0. (Students are eligible after one semester).

**Phi Theta Kappa** is the National Honor Society that promotes Scholarship, Leadership, Fellowship, and Service among students of two-year colleges. Iota Xi is the Union County College chapter of Phi Theta Kappa. To be eligible, a student must have earned 12 transferable college credits completed at Union County College with at least a 3.6 GPA cumulative. Since Iota Xi is part of a national honor society, it must adhere to the guidelines set by the National Phi Theta Kappa headquarters.

**Psi Beta** is a national honor society that is affiliated with the American Psychological Association. Its purpose is to promote and encourage both general scholarship and an interest in psychology as a profession. The organization provides learning experiences related to various aspects of psychology through workshops, conferences, in-person and video presentations and the like. Community service is also emphasized. Requirements for acceptance are 3.25 GPA and must pass one psychology class with a B or better.

**Tau Alpha Pi** is a national honor society for students in the Engineering Technology and Architecture (ETA) programs and a New Jersey Beta Chapter. Membership is extended by nomination of the ETA faculty to top performing students who have completed many of the required courses in their major program.



# STUDENT LIFE

In an effort to help students take full advantage of their college experience, there are many opportunities for students to get involved. Whether it is in Student Government, student activities and clubs, or varsity sports, these opportunities assist students in developing leadership skills, lifelong friendships, and meaningful connections with others on campus.



## CAMPUSES

### Cranford Campus

Currently, the major buildings on the Cranford Campus: Student Development Building, Kenneth Campbell MacKay Library, Humanities, Science and Nomahegan Buildings; Campus Center, Victor M. Richel Student Commons, James R. MacDonald Hall and William Miller Sperry Observatory.

1033 Springfield Avenue, Cranford, NJ 07016-1599  
(908) 709-7000

- **From the Garden State Parkway:** Exit 137 to Westfield Ave. (Rt. 28). Turn right and take North Ave. (West) to Springfield Ave. (Just past the 2nd light) and turn right. The College is 3/4 of a mile on the left.
- **From Rt. 22 (East or West):** Exit at Cranford/Westfield (Springfield Ave.) and proceed towards Cranford. At the fourth light, turn right, continue on Springfield Ave. for two blocks. The College is on the right.

### Elizabeth Campus

The Elizabeth Campus is comprised of two buildings on West Jersey Street. The Sidney F. Lessner Building and the Elizabeth I. Kellogg Building.

40 West Jersey Street, Elizabeth, NJ 07202-2314  
(908) 965-6000

- **From the Garden State Parkway:** Exit 137 to Westfield Ave. (Rt. 28) East to Elmora Ave. Make a right onto Elmora Ave. and go three blocks and make a left onto West Jersey St. The College is four blocks on the right.
- **From the NJ Turnpike:** Exit at 13A. Take Route 1&9 South to East Jersey Street. Make a right on East Jersey Street. Cross Broad Street. The College is one block ahead on the left.

### Plainfield Campus

The Plainfield Campus is located between East Second and East Third Streets and Church Street and Roosevelt Avenue.

232 East Second Street, Plainfield, NJ 07060-1308  
(908) 412-3599

- **From the Garden State Parkway, NJ Turnpike and Rt. 22:** Take Rt. 22 to the Somerset St. Exit in North Plainfield. Take Somerset Street towards Plainfield where it becomes Park Ave. Take Park Ave., and turn left onto Second St. The College is on the right, three blocks from Park Ave. **OR** Exit Route 22 at the Terrill Road exit in Scotch Plains. Proceed two lights south of Rt. 22. to 2nd Street, turn right and follow 2nd Street to the College.

### Scotch Plains Campus

The College shares a 40-acre campus in Scotch Plains with the Union County Vocational-Technical Schools/Academies, the John H. Stamler Police Academy and Rutgers – University of Medicine and Dentistry of New Jersey.

1700 Raritan Road, Scotch Plains, NJ 07076  
(908) 709-7000

- **From the Garden State Parkway:** Exit 135 onto Central Avenue towards Westfield. At the first light, make a left onto Raritan Road and go to Lake Ave. Make a right onto Lake Ave. and go to the second light and make a left onto "another" Raritan Road. The College is 1/2 mile on the left. \*(See note below)
- **From Rt. 22:** Exit at Terrill Road. Continue for about 3 miles, where it will turn into Raritan Road. Stay on Raritan Road 1/2 mile. The College is on the right.

*\* Please enter Scotch Plains Campus complex from driveway entrance to the Union County Vocational and Technical School. The Police Academy is located in the back of the complex and to the right. The Magnet School is to the left immediately after entering the complex.*

## TRANSPORTATION

Union County College campuses are served by a number of NJ Transit bus routes. Please refer to New Jersey Transit's web site, [www.njtransit.com](http://www.njtransit.com) for current information.

A valid and properly displayed parking permit is required for all vehicles to park on College property. Student choosing not

to park on College property do not have to purchase a permit. Refer to individuals campus listings for times and places to obtain a parking permit. A valid vehicle registration must be presented at the time of application for a permit. For additional information on parking, visit see the Public Safety section of the Student Handbook.

## BOOKSTORES

**Bookstores are located on the Cranford, Elizabeth and Plainfield Campuses. The bookstores carry a full line of required textbooks, e-books, computers, software, trade books, supplementary reading books, and dictionaries, foreign-language aids, dissecting kits, reference materials, supplies and other various needs.**

### Bookstore Location

- Cranford Bookstore – Campus Center Building
- Elizabeth Bookstore – First Floor of the Kellogg Building
- Plainfield Bookstore – Lower Level

For additional information, check the bookstore website at [www.ucc.edu/about/Bookstore.aspx](http://www.ucc.edu/about/Bookstore.aspx) or call 908-709-7619.

## FOOD SERVICE (CAFETERIA)

**On the Cranford, Elizabeth and Plainfield Campuses the College food service is operated by Corporate Chefs, Inc. A variety of hot meals, sandwiches, desserts, salads, snacks and beverages is available.**

Hours during breaks and summer sessions are adjusted to fit the College schedule. Catering or other special requests and any questions can be addressed to Corporate Chefs at 908-709-7688

## COLLEGE LIFE

**The Office of College Life offers a wide range of diverse activities on all Union County College campuses. These activities include entertainment programs, educational trips, international cultural festivals, lectures, films, and musical programs.**

The Student Government Association (SGA) at Union County College serves as the voice of the students to address concerns, foster student success, and encourage student participation in campus life. Our vision is to empower the student body and transform our community through an enhanced collegiate experience and civic leadership.

The Student Government Association offers a variety of clubs and organizations at Union County College. These clubs and organizations include the student newspaper (The Scroll), the radio station (UCCR), the literary journal (SHEAF), a literary magazine (The Foreign Student Voice), and academic, cultural, and social clubs organized by students based on their interests. All students are invited to participate in the programs offered on the Cranford, Elizabeth, and Plainfield Campuses of Union County College. All organizations and activities

sponsored by the Student Government Association are open to all full-time and part-time students. A valid Union County College student ID card may be required for admission to college activities. Call (908) 709-7014 for more information on activities and programs.

## STUDENT ACTIVITIES

The College Life Department is committed to providing a complete range of social, cultural, educational and recreational activities and programs to benefit the student body and, where applicable, the outside community. The Dean of College Life, the Student Government Association officers and representatives, and clubs and organizations work cooperatively to provide diversified programs on all three campuses: Cranford, Elizabeth and Plainfield. Leadership development workshops are an integral part of the Student Activities program. Throughout the year, opportunities for leadership and self-governance are provided for students through participation in college clubs and organizations.

### Service Key Point System

An extra-curricular program is supported by the Student Activity Fund under the general administration of the College Life Office. Participation in the activities listed under clubs/organizations is a vital part of College life. Under the supervision of the Student Government Association, points are awarded for participation in these activities toward the earning of the College Service Key. The College Service Key is awarded to graduates who have accumulated the point requirements in the following manner:

- A person must have a total of ten points in order to obtain a key.
- No more than five points may be accumulated in one organization in any one year.
- Officers receive one-half (1/2) point per semester.
- Attendance at 80% of meetings receives one-half (1/2) point per semester.
- Committee members who function the whole term receive one-half (1/2) point per semester.
- Service rendered by non-members of an organization in running a particular activity receive one-half (1/2) point per semester.
- Out-of-town meetings receive one-half (1/2) point per semester.
- Intercollegiate sports with 80% attendance receive one (1) point per sport.
- Club members receive one-half (1/2) point per semester.

### Procedure for Establishing Student Clubs

A student club/organization becomes recognized at Union County College after being approved by the College following recommendation by the Student Government Association. A group of students (minimum ten) seeking to form a club/organization at Union County College shall submit a petition to the Student Government Association expressing their intention.

Many clubs and organizations exist at the College to meet the needs and interests of students. The following are presently approved and funded by the Student Government Association (SGA):

#### **Clubs**

Architecture Club  
 Art Society  
 Biology Club  
 Black Heritage Student Organization  
 Business Association  
 Catholic Student Organization  
 Christian Fellowship  
 Chemistry Club  
 Cricket Club  
 Criminal Justice Club  
 Gaming and Animation Society (G.A.S.)  
 Glee Club  
 Hospitality Club  
 History Club  
 League Of Legends Club  
 Martial Arts Club  
 Math Club  
 Music Club  
 Muslim Student Association  
 Philosophy Club (Paradox)  
 Paralegal Club  
 Psychology/Sociology Club  
 Sexuality and Gender Alliance (S.A.G.A.)  
 S.I.G.N. Club (ASL-English Program)  
 Sport Management Club  
 T.R.O.P.A. Club  
 Tennis Club  
 The Film Club

#### **Media**

The Sheaf  
 The Scroll  
 Foreign Student Voice  
 UCC Radio 88.1 AM

#### **Chaperones/Event Supervisors**

At least one chaperone/event supervisor must be present at activities. He/she must be a member of the faculty or administration. The Dean of College Life must be notified of the name of the chaperone/event supervisor at least two work days in advance of the event. The Dean of College Life/Athletics will set time limitations and work in conjunction with sponsoring groups concerning time limitations on the use of facilities.



#### **Fitness Center**

The Fitness Center is located on the second floor of the Campus Center on the Cranford Campus. The Center includes cardiovascular machines, circuit training equipment, free weights, an aerobics studio, and locker rooms. Students may use the Fitness Center after presenting a current Union County College photo I.D. and a current class schedule. For additional information, please visit [www.ucc.edu/community/Fitnesscenter](http://www.ucc.edu/community/Fitnesscenter). Students on the Elizabeth campus can utilize the YMCA on Madison Avenue. They must bring a copy of their student schedule. Students on the Plainfield campus can utilize the YMCA on Watchung Avenue.

#### **Gymnasium**

The gym is located on the first floor of the Campus Center. The following regulations apply to the use of the gym:

- Must present a current Union County College photo I.D. and a current class schedule to access the facility during allotted times.
- Smoking, food, or beverages are not permitted in the gym.
- Sneakers must be worn while taking part in physical activities.
- Equipment will be issued upon presentation of Identification Card only.
- Violations will result in disciplinary action.

#### **Alumni Affairs**

The Union County College Alumni Association sponsors social and educational events in close collaboration with the Office of College Life. Students, graduates, and former students are encouraged to contact the Alumni Affairs Office on the Cranford Campus to become involved in Alumni events at [www.ucc.edu/Alumni/AlumAssoc](http://www.ucc.edu/Alumni/AlumAssoc). The purpose of this nonprofit organization is to "advance the mission of Union County College by maintaining a continuing relationship between the College and the community."



## INTRAMURAL ATHLETICS

Various intramural contests are held each year on and off campus based on student interest. Please see the College Life Office for upcoming events.

## INTERCOLLEGIATE ATHLETICS

The Intercollegiate Athletics of Union County College is a member of the National Junior College Athletic Association and competes in the Garden State Athletic Conference and Region XIX. Participation is based on academic standing and athletic ability. The College offers the following intercollegiate sports: men's and women's basketball, men's and women's soccer, men's and women's track and field, men's and women's cross country, men's baseball, men's lacrosse, women's volleyball, women's softball, cheerleading, and co-ed golf. Women's basketball is a Division II sport and it offers athletic scholarships. Men's lacrosse is a Division I sport and it offers some athletic scholarships.

The College's intercollegiate athletic colors are red, white and black. The College mascot is the owl. Admission for home contests is free. The Office of the Dean of College Life is responsible for intercollegiate athletics. The College Life Office is located in the Campus Center Building on the Cranford Campus. The majority of the College's opponents are community colleges in the tri-state area; however, teams occasionally compete with 4-year junior varsity teams.

### Eligibility

**For an entering freshman to be eligible for intercollegiate athletics, he or she must:**

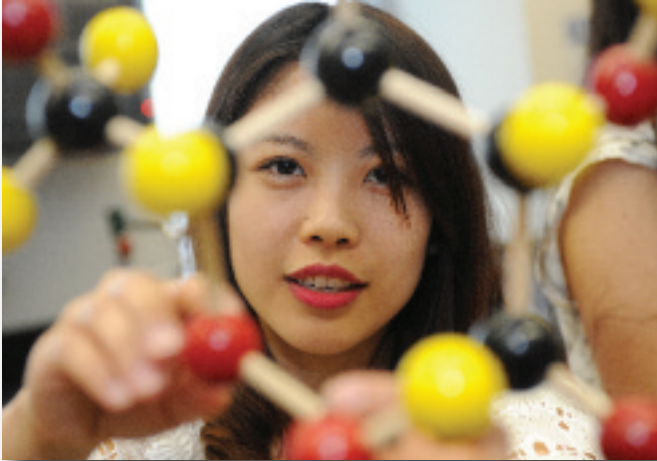
- Have graduated from a secondary school or hold an equivalency certificate;
- Carry at least 15 credit hours; and
- Attend any Union County College Campus

**For a student who has attended the College one or more semesters or is a transfer student who is interested in eligibility for intercollegiate athletics, he or she:**

- Must have above a 2.0 G.P.A. along with others academic requirements. For additional questions concerning intercollegiate athletic eligibility please contact the College Life Office at 908-709-7017.

Athletic team candidates are required to pass a physical examination by the physician associated with Union County College. The examination includes a brief medical history, blood pressure, pulse, height, weight and examination by the consulting physician. Athletic team candidates have the option of utilizing their own personal physician in fulfilling this requirement. Union County College provides a comprehensive athletic program which includes academic, personal, career, and transfer advisement. Student athletes are monitored closely to ensure academic progress.

# STUDENT CODE OF CONDUCT



Union County College is a public comprehensive Community College and the oldest two year college in New Jersey. The conduct of any student or student organization that occurs on College premises, in online courses, online activities, and through the use of e-mail or at any College-sponsored activity is subject to the Union County College Student Code of Conduct. The College reserves the right to impose discipline based on any conduct, regardless of location, that may adversely affect the College community and its programs, or pose a serious and substantial danger to others.

Each student is responsible and accountable for his/her conduct. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school or takes a leave of absence while a disciplinary matter or investigation is pending. Definitions from this Student Code of Conduct are incorporated into the Union County College Non-Discrimination and Anti-Harassment Policy, which prohibits discrimination, discriminatory harassment, sexual harassment, and sexual misconduct. The College has sole discretion to determine what conduct occurring off campus adversely impacts the College community and/or the pursuit of College objectives.

## College Regulations

The College shall define its own regulations as clearly as possible and publish them in a form that is accessible to students. It is the responsibility of the student to be familiar with College regulations. The jurisdiction of College judicial officials and the disciplinary procedures, including the student's right to appeal a decision, shall be clearly formulated and communicated in advance.

An individual accused of a breach of College regulations shall be informed of his/her rights by a College official. No form of harassment shall be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

Except under emergency circumstances, the personal possessions of students shall not be searched unless appropriate authorization has been obtained. The student shall be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search shall be followed.

The College has the responsibility for establishing adequate judicial procedures for students accused of infractions. The accused has the right to challenge the impartiality of the judicial agent. The judicial process shall be such that students have the right to appeal disciplinary and academic-integrity actions deemed unwarranted.

A student accused of violating College regulations has the right to seek the aid of any member of the College community to advise them of the process as well as their rights and responsibilities. Sanctions shall be fairly and impartially applied and not in violation of the student's rights.

Union County College is committed to maintaining environments free from all forms of violence, harassment, exploitation and intimidation. The College is committed to protecting the rights of its students and adheres to all legal mandates under state and federal law. For a comprehensive statement, see the Union County College Non-Discrimination and Anti-Harassment Policy.

## Standards of College Behavior

The College expects students, staff, faculty, visitors, guests, and business partners to conduct themselves with civility, ethical behavior, and respect for the rights and welfare of students, staff, faculty and partners. These are expectations of personal responsibility that are necessary for the College to fulfill its higher education mission. These expectations are stated in the form of required behavior that protects the rights of individuals and the rights of groups within the mission, goals, and objectives of the College. The enrollment of a student at the College is a voluntary entrance into the academic community and with such entrance the student voluntarily assumes obligations of performance and behavior imposed by the College relevant to its lawful missions, processes and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law.

The following principles are part of the collective expectation of students who choose to attend the College:

**Civility** – Members of a college community shall interact with others in a courteous manner.

**Ethical Behavior** – Everyone in the college community has an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, integrity, empathy and achievement.

**Morality** – Members of a college community commit to the ideals of appropriate conduct. This lifestyle seeks to harm no one and promotes mutual respect.

**Respect** – Members of a college community should hold one another in high regard. When the conduct of any member of the college community falls outside the bounds of appropriate behavior, that member can expect the community to hold them responsible.

## Definitions

- The term **"Advisor"** means any person, chosen by a student to assist him/her throughout the disciplinary processes. The advisor shall not speak on behalf of the student.
- The term **"Appeal"** refers to a process by which a student has requested to appeal the outcome of a student discipline conference.
- The term **"Business day"** means a day that the College is open for business even if no classes are scheduled. (Excluding Saturday and Sundays).
- The term **"College"** means Union County College and all of its campuses, sites, divisions and programs.
- The term **"College premises"** means all buildings and grounds owned, leased, operated, controlled and/or supervised by the College.
- The term **"College sponsored activity"** means any activity on or off College premises that is specifically initiated or supervised by the College.
- The term **"Disciplinary conference"** means a forum in which the Dean of Students or designee meets with a student to adjudicate an alleged violation of the Student Code of Conduct.
- The term **"Disciplinary hearing panel"** refers to a forum in which a panel made up of staff, and faculty meets with a student to adjudicate an alleged violation of the Student Code of Conduct in which the sanction may result in a suspension or dismissal from the College.
- The term **"Student"** means a person currently enrolled in credit or non-credit courses at the College, whether on or off campus.

## Student Rights/Responsibilities

The College's goal is to provide a quality education experience for all students. The rights and responsibilities afforded to students on any campus and Continuing Education programs include but are not limited to:

### Rights

- The right to have access to and participate in the academic and non-academic opportunities afforded by the College;
- The right to exercise their freedoms of thought and expression;
- The right to be free from discrimination, as stated in the College Non-Discrimination and Anti-Harassment Policy;
- The right to a fair process in the determination of accountability for conduct according to the Student Code of Conduct;
- The right to submit informal and formal concerns to the appropriate College official. To obtain information as to who could best address the concerns, students should review the Student Complaints Policy in this handbook;

### Responsibilities

- The responsibility to exercise the above mentioned rights and freedoms in a manner that will not violate College rules and regulations or infringe on the rights of other students, faculty and staff;
- The responsibility to comply with all provisions of the

Student Code of Conduct;

- The responsibility to treat all members of the College community with civility, respect, and courtesy;
- The responsibility to contribute to the overall welfare and common good of all students, faculty and staff at Union County College;
- The responsibility to obtain and carry an official College ID;

## Reprisal/Retaliation

Reprisal or retaliation is prohibited against anyone who reports a violation of any nature. The Student Disciplinary process will apply. Possible sanctions may include warnings, suspension and or expulsion from the College. Intervention, and referral services may be provided.

## Behavior for Which Students May be Subject to Disciplinary Sanctions

1. Violation of Union County College Non-Discrimination and Anti-Harassment Policy, which prohibits discrimination, discriminatory harassment, sexual harassment, rape, sexual assault, domestic and dating violence, and stalking. Students are expected to fully read and abide by the policy contained in the Community Policies section of this handbook.
2. Failure to comply with a directive from a College official, faculty or staff member who is acting in performance of their duties.
3. Disruption or obstruction. Students have the right to freedom of speech, including the right to dissent or protest, but this expression may not interfere with the rights of others or disrupt the College's activities. Prohibited behavior includes: disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or other authorized non-College activities when the conduct occurs on College premises or is directed toward community members by any means including use of telephone, computer, social media, or some other medium.
4. The College prohibits academic dishonesty, whether intentional or unintentional. For more detailed information see section entitled "Academic Integrity" in this handbook.
5. Bullying, Harassment and Intimidation are prohibited as well as reprisals or retaliation for reporting such violations. See section entitled "Bullying, Harassment and Intimidation Policy Statement" for more detailed information.
6. Hazing is prohibited in any form by the College, consistent with the New Jersey anti-hazing statute. For more detailed information see section entitled "Hazing."
7. Stalking is a behavior in which an individual willfully, maliciously and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
8. Unauthorized entry to, or use of College facilities.
9. Theft, possession, or sale of stolen property.
10. Stealing, damaging or defacing property of the College, a member of the College community or a College visitor.



11. Gambling.
12. Disorderly, lewd, indecent, or obscene conduct or expression on the College campuses or at College sponsored activities.
13. Disruption of teaching, administration, disciplinary procedures or other College activities.
14. Unlawful possession of firearms or any other weapons.
15. Inciting or participating in a riot on College property or at College sponsored activities.
16. Violation or unauthorized use of Union County College technology including but not limited to computers, network and wireless internet to access materials disruptive to the learning environment.
17. Possession, use or distribution of alcohol, drugs and/or other illegal substances.
18. Any violation of policies, regulations, or rules governing College owned or operated property, facilities or leased facilities.
19. Acts of dishonesty
  - a. Acts of dishonesty include, but are not limited to:
    - i. Knowingly furnishing false information to any person, including College officials, faculty members, or administrators.
    - ii. Forgery, alteration, or misuse of any College document or record, or instrument of identification whether issued by the College or other state or federal agency.
    - iii. Fraud or misrepresentation.
20. Violating, assisting, conspiring, or attempting to commit a violation of the Student Code of Conduct on the part of a student or a registered student organization.
21. Abuse of others or disruption or interference with the College community.
  - a. Abuse of others or disruption or interference with the College community includes, but is not limited to:
    - i. Physical abuse, threats, intimidation, and/or other conduct that threatens, endangers, harms, or undermines the health, safety, or welfare of the College community or any person, including, but not limited to, domestic or intimate partner violence.
    - ii. Conduct that disrupts the College community or prevents other students, employees, or guests of the College from completing their duties.
    - iii. Conduct that interferes with or disrupts the College's mission, operations or activities.

The above violations of the Student Code of Conduct are not exclusive of the acts or conduct which may result in disciplinary sanctions which may include warning, restitution, probation, community service, suspension, or dismissal.

## STUDENT DISCIPLINARY PROCESS

The following is an overview of the Union County College (the College) student conduct process. For additional details, contact the Student Conduct Officer or the Dean of Students.

### REPORTING AN INCIDENT

Any member of the College community, including students, employees or the Student Conduct Officer on behalf of the College, may file a Student Conduct Referral Form against a student for violations of the Student Code of Conduct. Infractions that create minor disturbances in the classroom (i.e. challenging an instructor's authority, verbal altercation, and/or refusal to comply to classroom rules) should be discussed between the faculty member and the student(s) involved. Faculty may ask the student to leave the classroom. If there is no resolution, faculty may complete the Student Conduct Referral Form and submit it via email to the Student Conduct Officer.

- **Incident.** The College's conduct process starts when a Student Conduct Referral Form is received by Student Conduct Officer. The complaining person is the Complainant and the student against whom a Student Conduct Referral Form is filed is the Respondent, because he or she must respond to the referral.
- **Investigation.** When a Student Conduct Referral Form is received, the Student Conduct Officer will review the information and determine whether an investigation is warranted.
- **Notification of Investigation.** If an investigation is warranted, the Student Conduct Officer will notify the Respondent via the student's official College e-mail account, of the basis for the alleged violations and a time for a meeting. The Student Conduct Officer will review all available information and interview the Respondent, the Complainant and other witnesses with knowledge of the matter. After the investigation is complete, the Student Conduct Officer will determine whether a Disciplinary Conference or Hearing is warranted, otherwise the matter will be dismissed.
- **Disciplinary Conference.** If a Disciplinary Conference is warranted, the Student Conduct Officer will meet with the Respondent and he/she will be informed of the potential sanctions. The Student Conduct Officer may also determine whether any matter might be resolved through an agreement between the Complainant and the Respondent or alternative dispute resolution. The Student Conduct Officer will communicate his or her decision to the Respondent within 5 business days after the Disciplinary Conference. The student has the right to appeal this determination to the Dean of Students or designee within 5 business days of the issuance of the Student Conduct Officer's decision. In matters appealed to the Dean of Students or designee, the student will be notified of the decision within 5 business days of the student's appeal.

## HEARINGS

- In the case of incidents that could result in a recommendation for suspension or expulsion, the student will have the option to resolve the matter in a Hearing with the Dean of Students or designee or with a Hearing Panel. Respondents will be sent via US mail and the student's official College email address the nature of the complaint and specific provisions of the Student Code of Conduct alleged to have been violated, the details of the events that led to the complaint, and a time and place for the Hearing. The notice will also include a list of witnesses that may be called at the Hearing to the extent it is known at that time.
- **Dean's Hearing Process.** If a student elects to attend a Dean's Hearing, the Dean of Students or designee will interview the Respondent, collect all relevant information, and inform the Respondent of all potential sanctions. Decisions are determined on the basis of a preponderance of the evidence (more likely than not). The Dean of Students or designee will then provide the Respondent with their decision within 5 business days of the Hearing.
- **Hearing Panel Process.** If a student elects to attend a Hearing Panel, a Panel will be convened to include the Respondent, the Complainant, and all witnesses involved in order to collect all relevant information.
  - The Hearing Panel will include one chair person, two full-time staff and two full-time faculty members. The Student Conduct Officer will convene the Hearing Panel and provide members with copies of the charges and supporting documentation.
  - Hearing Panels are conducted privately. Personal advisors to the Complainant and Respondent are allowed to attend, but are not permitted to interject or participate in the Hearing.
  - Hearing Panel decisions are determined on the basis of a preponderance of the evidence (more likely than not) and by majority vote of the Panel members. If the student is found responsible, the Panel will make recommendations to the Dean of Students or designee. The outcome will be provided to the Respondent and the Complainant by personal delivery or US mail and to the students' official College email address within 10 business days of the date of the Hearing.
- **Witness/Information at Hearing Panel**
  - The Student Conduct Officer will contact witnesses identified by the Complainant and the Respondent and request their attendance at the Hearing. These witnesses will be asked to provide written statements ahead of time. Copies of the statements will be given to the Complainant and Respondent.
  - The Respondent may choose not to attend a hearing, but the Panel will proceed in his or her absence.
  - If the Complainant chooses not to be in the same room as the Respondent, the Complainant may participate in the Hearing via teleconference or video conference.
  - The following individuals may ask questions during the Hearing: Complainant, Respondent, and the Panel members.
  - The Hearing Panel Chair determines what information may be presented at the hearing.

## APPEAL

- A Dean's Hearing or Hearing Panel's decision may be appealed by the Complainant or Respondent to the Vice President of Student Development in the manner described in the decision letter. This appeal must be made within 5 business days of the date of the decision letter.
- **Appeals Process.** Appeals are not re-hearings; they are limited to the record of the Hearing Panel and any supporting documents.
  - Appeals are only made to determine whether: the Hearing Panel was procedurally fair, the decision was based on substantial evidence, the sanctions imposed were appropriate, or to consider new information not available or known at the time of the initial Hearing.
- **Decision.** The Vice President's decision will be mailed or delivered to the Respondent, and Complainant via personal delivery or US mail and the students' official College email address, within 10 business days from the day the appeal was submitted.

## Emergency Suspension

An Emergency Suspension may include but is not limited to barring a student from the College or any part of the College including all campuses. A student will receive written notice of an Emergency Suspension imposed prior to a discipline review or appeal when necessary to ensure the safety and well-being of the members of the College. That notice will include a concise summary of the facts, including date, time and place of the event, and a citation from the Student Code of Conduct on which the Emergency Suspension is based. This action is recommended by the Dean of Students or designee and may be appealed.

## Sanctions for Violation of the Student Code of Conduct

Sanctions are imposed on students to educate, deter future misconduct, and attempt to ensure the student's success at the College. They are not punitive in nature. Once a student is found responsible for violating the Student Code of Conduct, the following sanctions may be imposed:

1. **Warning** – A written reprimand (censure) which becomes a part of the student's discipline file and includes the possibility of more severe disciplinary sanctions in the event of the finding of a subsequent violation of a College regulation.
2. **Educational Assignments** – Education assignments are specific to an individual case and are determined based on relevance to the violation behavior. Examples of educational assignments include, but are not limited to: community service, awareness programs, and restitution.
3. **Removal** – from class or program.
4. **Restitution** – Reimbursement for damage to or misappropriation of College property, the property of a member of the College community, or of a visitor to the College campuses. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. **Probation** – The student is permitted to remain enrolled only upon the condition that he or she complies with all rules or regulations or with other standards of conduct

which the student is directed to observe for the duration of the period of the probation and which may include loss of student privileges.

6. **Suspension** – The student is denied the right of attendance at the College. The student is not allowed on any of the College properties until the suspension is lifted. Suspension from the College may be for a minimum of one semester not to include current semester or summer sessions. If a student is suspended for violating the Student Code of Conduct, they are not entitled to receive a refund for their courses.
7. **Expulsion** – This action results in the permanent separation of the student from the College, its programs and facilities. This includes a permanent withdrawal of a student's privilege to register for and attend classes, or use College facilities. If a student is expelled from the College for violating the Student Code of Conduct, they are not entitled to receive a refund for their courses.



## ACADEMIC INTEGRITY POLICY

Academic dishonesty is defined here as cheating or plagiarizing by any means during a test or examination, in any work intended to be done independently (such as term papers, reports, essays, take-home examinations or online assignments, picture/photography, plastic sculpture, etc.) and submitted as work. Permitting another to copy for a test or paper also constitutes academic dishonesty. A more in-depth explanation of proper citation can be found in the MLA Style Manual, the Chicago Manual of Style, and Kate Turabian's, A Manual for Writers of Term Papers, Theses, and Dissertations. Additional citation guides can be found at each of the Union County College libraries. Librarians will assist students in locating appropriate citation resources, enabling students to refer to information in an ethical manner as outlined in the Information Literacy Competency Standards for Higher Education from the Association of College & Research Libraries (ACRL).

### Cheating/Plagiarism

There is the expectation that students will present as their own work only that which they have done themselves. The College does not tolerate academic dishonesty, including plagiarizing (the act of representing someone else's ideas as your own) and

cheating by any means during a test, an examination or in any work intended to be done independently.

The term "**cheating**" includes, but is not limited to the following:

- Copying from another person's test, electronic device or paper.
- Permitting another to copy from a test or paper.
- Using crib notes or any instrument not authorized by the instructor.
- Concealing notes on parts of the body, desk, or other object.
- Unauthorized use of cell phones or texting during examinations.
- Claiming authorship of work that is not your own.
- Purchasing or selling quizzes, exams or term papers for the purpose of academic evaluation.
- Permitting another to:
  - a. Take an examination in your place.
  - b. Complete take-home examinations or other assignments.
  - c. Complete work for the purpose of academic evaluation in on-line courses.

The term "**plagiarism**" includes but is not limited to the following:

- Representing someone else's ideas as your own without crediting your source.
- Submitting assignments that do not include proper acknowledgement of the original source. Quoted material must be put in quotation marks and credited to the original source.
- Paraphrasing another's work without proper attribution.
- Submitting deliberately misleading attributions or acknowledgments.
- Submitting a purchased term paper, or another person's work as one's own.
- Failing to properly document information obtained on the World Wide Web or other Internet sources.

### Faculty Procedure

In the event that a student is suspected of cheating or plagiarizing, the faculty member shall advise the student of the charge, in writing, within five business days after the alleged event has been detected. Written notice shall include documentation of the incident, imposed sanctions within the authority of the faculty and the process for appeals. The student shall be informed of the action that will be taken. The faculty member may choose to do any of the following:

- **Faculty Action**  
The sanction may include one of the following: asking that the work be redone; lowering the grade on the assignment regardless of its quality; counting the plagiarized work as zero; lowering the final earned course grade by one complete grade; or failing the student in the course. **A student may appeal the grade sanctions imposed by the faculty member by notifying the Division Dean in writing within three business days of the date the student received the written notification of the sanction. A grade sanction may only be changed by the Division Dean.**
- **Student Disciplinary Process Referral**  
A faculty member may submit a formal complaint to be filed for further action to the Office of the Dean of



Students. It will be up to the discretion of the Student Conduct Officer to determine whether additional sanctions apply. **The faculty must submit in writing a complaint against a student within five business days after the alleged allegation has been documented.** The Office of the Dean of Students shall notify the student in writing of the charges, within five business days, that a complaint for (academic dishonesty) violation of Student Code of Conduct is pending. The Student Conduct Officer shall hold a student disciplinary conference if warranted, and make a decision based on the preponderance of the evidence. **Students who wish to appeal the outcome of a discipline conference should follow the Appeals Process outlined in this handbook section.**

### **Bullying, Harassment, and/or Intimidation Policy Statement**

Union County College prohibits acts of harassment, intimidation, or bullying of students as well as reprisal or retaliation for reporting such violations. This policy applies to all College operations including acts on College property, at College-sponsored functions, on College-sponsored transportation, through College-sponsored organizations, through College-sponsored communications, through College-sponsored media, and related educational activities.



Union County College is committed to the education of a diverse community and adheres to the values of mutual respect and tolerance. A safe and civil environment is necessary for students to learn and achieve high educational standards. Union County College is dedicated to academic freedom and free speech, but we are also committed to prohibiting bullying, intimidation, harassment, cyber bullying, or any other form of aggressive conduct toward a student by another student, a staff or faculty member, or person doing business with the College. This policy also prohibits these behaviors by a student toward a staff member, a faculty member, or any person doing business with the College.

The College may impose consequences for acts of harassment, intimidation, or bullying that occur off College grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully) when those acts substantially disrupt or interfere with the orderly operation of the College or the rights of other students. All acts of harassment, intimidation, or bullying that include the use of College

property (e.g. College computers, other electronic or wireless communication devices) apply to this policy, whether the subject or recipient of the bullying is on or off school property.

Bullying, Harassment, and/or Intimidation is defined as any gesture, written, verbal or physical act, or any electronic communication, whether a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic listed in the College's Non-Discrimination and Anti-Harassment Policy, which substantially disrupts or interferes with the orderly operation of the institution or the rights of other students and that:

- A reasonable person should know, under the circumstances whether an action would have the effect of physically or emotionally 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;
- Has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with a student's education by severely or pervasively causing physical or emotional harm to the student.

### **Hazing**

The College defines hazing as "any action taken, created, or situated which intentionally or recklessly subjects any person to the risk of bodily harm, mental or physical discomfort, embarrassment, harassment, or ridicule; or causing or encouraging any person to commit an act that would be a violation of law or College regulations; for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization."

The organization or any individual involved in hazing commits a violation of college policy by:

- Engaging in hazing;
- Soliciting, encouraging, aiding, or directing another engaged in hazing intentionally or knowingly permitting hazing to occur; or
- Having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge in writing to the Director of Public Safety.

## **STUDENT COMPLAINT POLICY**

**At Union County College, our students shall be afforded fair and respectful treatment in the application of procedures and regulations. Consistent with the mission, the College has instituted various mechanisms to address student complaints. In an instance where there is a perceived violation or misapplication of the regulations in the college catalog, board policies, operating procedures or denial of due process, a student may file a Formal Complaint.**

Students with questions about the applicable procedure to follow for a particular complaint should contact the Dean of Students at (908)709-7516 or deanofstudents@ucc.edu.

The following matters are not handled as student complaints within the scope of this policy, but may be directed for attention as follows:



**Appeal for Reinstatement following Academic Dismissal**  
**Discrimination or Harassment**  
**Disability Accommodations**  
**Financial Aid Satisfactory Academic Progress (SAP) Appeal**  
**Grade Appeal**  
**Student Refund Appeal**

## PROCEDURE

In an instance where there is a perceived violation or misapplication of the regulations in the college catalog, board policies, operating procedures or denial of due process, a student may file a Formal Complaint. Students are encouraged to first seek out an informal resolution, if the student is unsatisfied with the outcome of the informal resolution, he/she may proceed with a Formal Complaint.

### A. Informal Resolution

In the initial phase of a complaint, students need to speak directly with the supervisor or faculty member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register a formal written complaint with the Dean of Students.

### B. Formal Complaint

A Formal Complaint must be submitted in writing to the Dean of Students who will refer the matter to the appropriate administrator from which the complaint arises. Formal complaints must be filed within fifteen (15) business days of the event that triggered the complaint and state the nature of the grievance as well as the remedy being sought. Any

previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within three (3) business days. The appropriate College administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. A complete record of any formal complaint, including supporting documentation, will be kept by the relevant College office.

### Institutional Records of Student Complaints

An electronic Institutional Record of Student Complaints (IRSC) will be maintained in the Dean of Student's Office and will contain the following information: type of complaint, date and nature of the incident, steps to resolve and final disposition. The college administrator that addressed the complaint, is required to submit an IRSC Report to the Dean of Students within ten (10) days of the final disposition for entry into a secured database.

An IRSC Summary will be generated annually by the Dean of Students and maintained on record for a period of five years with the Vice President of Student Development. The IRSC will contain the following:

- a. The total number of formal complaints received by the College.
- b. The nature of the complaints received by generic category.
- c. As part of periodic assessment, the Vice President of Student Development will recommend making modifications to the College policies and procedures as a result of information obtained in handling student complaints.

# PUBLIC SAFETY

A Public Safety Guide, including the Annual Security Report is available via the Owl's Nest and in print. These Guides are distributed throughout the College including the Public Safety Offices on each campus.

Threat to Human Life: **IF YOU OBSERVE A SERIOUS INJURY OR THREAT TO HUMAN LIFE CALL 911 ON ANY PHONE.** If you see something say something!

The Public Safety Department can be contacted at:

**Cranford Campus** (908) 709-7152

**Elizabeth Campus** Lessner Building (908) 965-6070

**Elizabeth Campus** Kellogg Building (908) 659-5159

**Plainfield Campus** (908) 412-3595

**Scotch Plains Campus** (908) 709-0268

**Emergency Hot Line** (908) 709-0268

## The Department of Public Safety has the following responsibilities:

- Provide for the security and safety of all individuals within the College property;
- Safeguard College and personal property from theft, damage, vandalism, or misuse. Prevent or deter crime on campus;
- Preserve peace and resolve conflicts on campus;
- Provide an immediate response to emergencies and to all persons requiring aid on campus;
- Enforce College policies, rules, and procedures; and
- Advance cooperative relationships within the College community and contribute to its public relations program

Illness or injuries due to accidents which occur on campus or during a College-connected activity should be reported immediately to the Department of Public Safety on the campus where they occur. If it is not possible to make an immediate report, one should be made before 48 hours have elapsed.

## Annual Security Report – ASR

In compliance with the Student Right to Know and Campus Security Act, crime statistics are reported to the U.S. Department of Education and are available online at [ope.ed.gov/security](http://ope.ed.gov/security). In compliance with the Federal Campus Sex Crimes Prevention Act and relevant New Jersey Law, information regarding the enrollment of convicted sex offenders is available from the Union County College Department of Public Safety.

The following crimes which are reported to the Public Safety Office are reported to the local Police and also become a part of the Annual Security Report.

- Homicide, including Murder or Non-Negligent Manslaughter;
- Negligent Manslaughter;
- Sex Offenses – Non-Forcible;
- Sex Offenses – Forcible;
- Robbery;

- Aggravated Assault;
- Burglary;
- Theft;
- Arson;
- Simple Assault;
- Vandalism;
- Drug-Abuse Violations; and
- Weapons Possession

Campus crime statistics will be furnished upon request and are available to all applicants.

Crime statistics may also be obtained via the world-wide web directly from the U.S. Department of Education/Office of Post-Secondary Education at the following website:  
[www.ope.ed.gov/security](http://www.ope.ed.gov/security).

## Emergency Notifications

Union County College Emergency Alert Notification System **REGROUP** is an Opt out service that facilitates a safer environment, enhances emergency preparedness, and keeps our staff and students better informed. Anyone wishing to Opt in to the REGROUP system to receive alert messages must sign up through the following hyper link: [ucc.regroup.com/signup](http://ucc.regroup.com/signup). Once completed the new member must confirm their REGROUP account via the confirmation email sent to the email address entered during the sign up process. Once the confirmation process is complete, the new member can login to their REGROUP account to add a phone number for text and voice message alerts from Regroup, or change what type of notifications they receive. Anyone wishing to opt out may do so at the same link.

## Emergency Evacuation Plan

The College, with the cooperation of local Fire Departments, has developed an Emergency Evacuation Plan. Please become familiar with these procedures. Faculty/staff and students are to cooperate and follow the directions of the Campus Public Safety Officers and rescue personnel.

- Know the locations of emergency telephones. These units are self-dialing to the Public Safety Office, wait for the tone and then speak
- Know the location of two exits from your area
- Know the location of fire extinguishers in your area. These units are normally activated by simply pulling out the security pin, and squeezing the handles
- Be aware of persons in your section who would have difficulty during an evacuation
- Be aware of any rooms where an alarm may not be heard as loudly, including bathrooms and photographic darkrooms

## On Discovering a Fire:

- Remove any person from immediate danger
- If you observe fire, smoke or any evidence of fire, activate the fire pull station
- Faculty/staff close all the windows of the room in which you are located. Make certain all persons have left the room
- Particular attention must be given to the evacuation of handicapped persons
- Go to the nearest exit and leave the building
- Stay at least fifty feet from the evacuated building. Allow

easy access for Public Safety Personnel and emergency apparatus

- Custodial personnel will assist Public Safety Officers to insure that the building has been emptied, windows and doors are closed, and fire doors at corridors are closed and will then leave the building by nearest exit

### Hearing the Alarm:

- Students in classrooms and laboratories will be advised by their instructors to evacuate.
- Evacuate using the nearest stairs.
- Alert all persons in your area.
- Time permitting; carry appropriate clothing for outside assembly.
- Feel the door knob before opening any door. If it is hot do not open the door.

### If You Are Not Able to Leave:

- If you cannot leave a room, seal the cracks around the door with towels or any materials
- Call the Public Safety Office if possible and let them know your location. If unable to make outside contact, open the window a few inches to allow fresh air and hang an object out of the window to alert the Fire Department of your location
- If unable to get out of a room keep low to the floor

### Exiting in an Emergency:

- Leave the building using the nearest exit.
- When using a stairwell to evacuate, stay to the right, remaining close to the wall to allow the Fire Department to get to the fire door.
- If an exit is blocked by either fire or smoke, go to another exit.

Once again, please become familiar with this Evacuation Plan and the areas which you are scheduled to occupy. Your safety and the safety of others may depend on it. No personnel may re-enter the building until the emergency has been cleared by the fire department or the public safety office.

### Lost and Found

The Public Safety Office in Room N31 in Cranford as well as the Public Safety Desks on the Elizabeth and Plainfield Campuses serve as the College Lost and Found areas.

### Safety on Campus:

All students are urged not to linger in lightly traveled areas of the buildings or campus grounds after regular closing hours. If you must complete assignments in remote areas where the campus is in minimum use, you should exercise the following safety precautions:

- Find at least one other person with whom to work;
- Leave the area in pairs or as a group;
- Alert Public Safety in advance that you will be using the area and ask Public Safety to spot check during your work period and escort you to your car if necessary;
- Leave the building by common exit that may be closest to the area where you parked your car;
- If you are waiting for a ride after dark, agree upon a well-lighted pick-up spot;
- If you are subjected to harassment or observe someone behaving in a suspicious manner that may jeopardize

your safety, report the situation immediately to Public Safety or College Official.

These are a few simple rules that may prevent the occurrence of an unfortunate situation. Most importantly, you should make yourself familiar with the campus buildings, exits and general location of the Public Safety Office. Please be reminded that you should carry your ID Card with you at all times. We are an "open" campus. Stay alert and exercise prudence to insure your personal safety at all times. Should any student, faculty/staff member, or any visitor on the campus become the victim of any crime call 911 and immediately report the incident to the Public Safety Office.

### Parking

The College does not assume responsibility for parking tickets or for reimbursements for city parking. Handicapped parking permits may be obtained at the Public Safety Office. The State issued handicapped parking permit and/or license plates by themselves DO NOT entitle persons to the use of handicapped parking on College property.

To obtain a handicapped parking permit, a regular DECAL must first be purchased (as described herein). In addition, to qualify a person must have one of the following:

- A state issued handicapped license plate or
- A state issued handicapped vehicle DMV dashboard display card (acquired via the local police department and Division of Motor Vehicles (DMV)

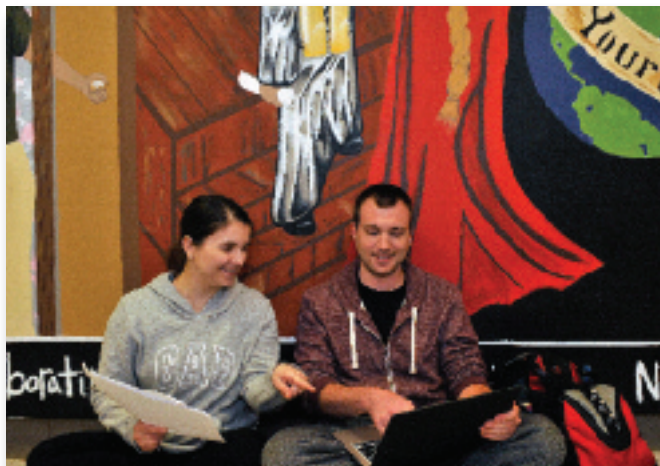
*It is NOT ACCEPTABLE to present a doctor's note stating the extent of the disability. Whether the medical condition is temporary or permanent, the applicant must present one of the above.*

### Cranford Campus Parking

- Handicapped parking spaces are available in parking lots #1, 1A, 2, and 4 in the blue striped stalls.
- Students are permitted to park in the white striped parking stalls in lots 2, 5A, and 5B between 7:00 a.m. and 11:00 p.m. After 4:30 p.m., students are additionally permitted to park in the WHITE striped stalls only in lots 1 and 4.
- Faculty/Staff parking is located in lots 1 and 4 between 7:00 a.m. and 11:00 p.m. After 4:30 p.m. parking for Faculty/Staff remains in those parking lots, in the YELLOW striped stalls.
- Administration and Visitor parking is located in parking lot #1 A (between MacDonald Hall and the Nomahegan Building).

### Elizabeth Campus Parking

- Parking Permits may be obtained at the Office of Students Account. Student parking is available in the Christian J. Bollwage Garage with allocated spaces for Union County College. Parking is permitted between 7 a.m. and 11 p.m.
- Faculty/Staff parking is located in the Christian J. Bollwage Garage, the rear of the Lessner Building, and the rear of the Kellogg Building. Parking is permitted between 7 a.m. and 11 p.m.
- Handicapped parking is available in the rear of the Lessner and Kellogg Buildings.



### Plainfield Campus Parking

- Parking Permits may be purchased at the Office of Student Accounts.
- Students are permitted to park in the white striped stalls located in parking lots #1 and 2.
- Faculty/Staff parking is located in the yellow striped stalls in lot #1.
- Handicapped parking spaces are available in lot #1 in the blue striped stalls.

### Scotch Plains Campus Parking

Union County College Parking Permits are acceptable for parking at the Scotch Plains Campus.

### Visitor Parking

Throughout the year the College is host to many organizations and community activities. Many visitors come here to view our campuses and buildings. Visitors should be greeted in a courteous manner and assisted in every way possible. Visitors on campus need to be familiarized with the policies related to their presence. Each campus has established rules regarding visitors. Temporary automobile parking permits are available in the Public Safety Office at each campus.

### Violations

The following violations of regulations will result in a summons:

- Failure to obtain, improper display or an obsolete parking permit or parking pass.

#### Parked Illegally:

- Handicapped
- Fire Zone
- Faculty/Staff Administration
- Visitors
- No parking area
- Improperly parked

Vehicles may be towed off Campus or booted for the following reasons:

- No parking permit
- Unauthorized overnight parking
- Parked Illegally
- Handicapped Area
- Fire Zone
- Faculty/Staff Area, No Parking Area, Obstructing traffic
- Two or more unpaid violations

### Payment of Fines

Fines may be paid on-line, by mail or in person at the Office of Student Accounts on each campus. On-line payments can be made by credit card, or personal check (e-check). In-person, payments can be made by credit card, check or cash. For mailed payments, checks should be made payable to Union County College. Include the student's identification number on the check and mail to the Attention of the Student Services Center, Union County College, 1033 Springfield Avenue, Cranford, NJ 07016.

### Parking Appeals

In cases where a student receives a summons for a violation that he or she feels is unjustified, a "Parking Ticket Appeals Form" must be filed and submitted to the Director of Public Safety, (along with a copy of the ticket in question). Forms are available at the Public Safety Desks at Elizabeth and Plainfield, and Room N-31 at the Cranford campus. The Director is the designated person authorized by the College to sustain or dismiss the summons.

Parking Ticket Appeal Forms must be filed by mail or in person with the Public Safety Office within (5) school days from the summons date the "Parking Ticket Appeals Form" and include a statement of the reasons why the summons is thought to be unjust. The Director will rule on the ticket and advise the student of the outcome.

### Disabled Vehicle

It is your responsibility to notify the Public Safety Office if your vehicle is disabled on any campus or if you request to park overnight. Any vehicles parked over 48 hours may be towed away at owner's expense. The College is not responsible for any damage, loss or theft of or to any vehicle left on campus.

Parking Rules and Regulations are subject to change from unforeseen emergencies. These changes will be made after consultation with the Dean of Students and the Director of Public Safety.

The College campuses officially close at 11:00 p.m. when classes are scheduled. The Public Safety Office will see that the premises are cleared shortly after that time. Without advance authorization, all students and faculty will leave the College premises by 11:00 p.m.



# COMMUNITY POLICIES



## NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Union County College is committed to maintaining environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, Union County College does not discriminate and prohibits discrimination on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs:

1. Race;
2. Creed;
3. Color;
4. Sex;
5. Gender;
6. Pregnancy;
7. Gender Identity or Expression;
8. National Origin;
9. Nationality;
10. Age;
11. Ancestry;
12. Marital Status, Domestic Partnership, or Civil Union Status;
13. Religion;
14. Affectional or Sexual Orientation;
15. Atypical hereditary Cellular or Blood Trait;
16. Genetic Information;
17. Military Service;
18. Veteran Status;
19. Mental or Physical Disability (including perceived disability, AIDS and HIV related illnesses);
20. Harassment (related to any of the forgoing categories);
21. Retaliation for filing a complaint of, or participating in an investigation of discrimination; and
22. Any other category protected by law.

### Scope of Policy

This Policy applies to all areas of the College operations and programs, including the conduct of all College employees and as well as to the conduct of all interns, volunteers, vendors, contractors, subcontractors and others who do business with or utilize College facilities;

- This Policy also prohibits sexual harassment, a form of discrimination based on sex and/or gender;
- This Policy also prohibits sexual misconduct, a form of sexual harassment, which includes sexual assault, rape, stalking, and domestic and dating violence;
- Every supervisor shall act to prevent and report all acts prohibited by this policy.

### Reporting Discrimination and Harassment

Any member of the College community or visitor alleging discrimination or harassment, or who has knowledge of discrimination or harassment is encouraged to immediately report it to a supervisor or to:

Dr. Raúl M. Sánchez  
Equal Employment Opportunity/Affirmative Action Officer  
Title IX Coordinator  
MacDonald Hall, room A-107  
908-709-7179  
[raul.sanchez@ucc.edu](mailto:raul.sanchez@ucc.edu)

All complaints of harassment and discrimination, including those concerning Title IX, Section 504, and the ADA should be directed to Dr. Sanchez.

### Consensual Amorous Relationships

Union County College recognizes that a consensual amorous relationship between a faculty or staff member and a student does not necessarily involve sexual harassment or sexual misconduct. However, the College's educational responsibilities to its students are potentially compromised in all such cases by the likelihood or even the appearance of a conflict of interest. Consequently, this policy prohibits consensual amorous relationships between a faculty or staff member and a student whenever the faculty or staff member is in a position of professional or supervisory responsibility with respect to the student.

If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with a student, the student should be discouraged from enrolling in courses taught by the instructor or entering into work situations in which she/he would be supervised by the faculty/staff member. If the student does enroll in a course or work for the staff member, the faculty/staff member shall notify their Supervisor and should remove him/herself from academic or professional decisions concerning the student.

Should a romantic/sexual relationship between a faculty/staff member and his/her student lead to a sexual harassment charge, the College will investigate and resolve the charge in accordance with its Complaint Investigation Policy.

Furthermore, with respect to amorous relations in particular, what might appear to be consensual to the parties involved may, in fact, be not so. On this basis, amorous relations between a Supervisor and a subordinate are prohibited.

## Sexual Assault

Sexual assault is a serious offense. Any individual who sexually assaults another is subject to disciplinary procedures of the College and subject to any pertinent state or federal regulations.

Sexual assault includes, but is not limited to, actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted sexual intercourse, and or penetration with an object. Sexual assault can be perpetrated by someone known or unknown, including an acquaintance, spouse, partner, date, relative, friend or stranger, by men or women. Rape is nonconsensual intercourse with any victim male or female. A victim may not be able to give consent due to intoxication, infancy or any other impairment of will. To insure that the needs of sexual harassment victims are met and that colleges and universities in New Jersey create and maintain communities that support human dignity, Union County College has adopted the Campus Sexual Assault Bill of rights established by the state of New Jersey. For more information on resources provided by the College for victims of sexual harassment please contact the Dean of Students, or the Equal Employment Opportunity/Affirmative Action Officer & Title IX Coordinator.

### To report sexual assault or violation call:

- 911 immediately and

### A Public Safety Office

- Cranford Campus . . . . . (908) 709-7152
- Elizabeth Campus (Lessner) . . . . (908) 965-6070
- Elizabeth Campus (Kellogg) . . . . (908) 659-5159
- Plainfield Campus . . . . . (908) 412-3595
- Scotch Plains Campus . . . . . (908) 709-0268
- College Wide Emergency . . . . . (908) 709-0268

## Sexual Harassment

Union County College is committed to maintaining environments for all students, employees and visitors that are free from discrimination and harassment, including sexual harassment. Union County College prohibits harassment on the basis of gender/sex. Sexual discrimination is prohibited by the New Jersey Law Against Discrimination, and under federal law, Title IX of the Education Amendments of the Higher Education Act of 1965 and Title VII of the Civil Rights Act of 1964 and amendments.

The College prohibits the sexual harassment of any student, employee, or visitor by anyone who makes unwelcome sexual advances or requests for sexual favors, or engages in other unwelcome verbal or physical conduct of a sexual nature creating an intimidating, hostile or offensive environment by such conduct, regardless of intent. Examples include, but are not limited to the following; unwelcome sexual propositions, graphic statements about a person's body; display of sexually suggestive objects or pictures; remarks or innuendos with a sexually demeaning implication, unwelcome touching, patting, or other physical contact; gender based humor; suggesting or demanding unwelcome sexual involvement which may include implied or explicit threats or sexual abuse including forced conduct. Any student who has been the target of sexual harassment is encouraged to submit a complaint. Please consult the grievances section in the Student Handbook. For more information or to file a complaint, please contact the Dean of

Students and/or the Equal Employment Opportunity/Affirmative Action Officer and Title IX Coordinator above.

## SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

On March 7, 2013, President Obama signed the Violence Against Women Act of 2014 (VAWA) (Pub. Law 113-4), which, among other provisions, amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security related requirements as a condition of participating in the Federal student aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and include certain policies, procedures and programs pertaining to these incidents in their annual security reports (ASRs).

The following offenses are prohibited on all campuses and are addressed in crime prevention and awareness programs for students, employees, faculty, and campus officials:

- **Domestic violence means** "a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, or a person with whom the victim shares a child in common."
- **Sexual assault means** "an offense classified as a forcible or nonforcible sex offense under uniform crime reporting system of the Federal Bureau of Investigations."
- **Dating violence means** "violence committed by a person – who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, the frequency of interaction between the person involved in the relationship shall be determined based"
- **Stalking means** "engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress."

## Violence Against Women Act – VAWA

Union County College prohibits all acts of violence on all campuses and at all College-related events, including sexual assault, domestic violence, stalking, and dating violence. All incidents of sexual violence reported to the College will be promptly investigated and referred to the Office of Student Conduct as appropriate.

If you experience any form of sexual misconduct, domestic, dating violence and or stalking, the College objectives are to end the misconduct, prevent its occurrence and address its effects. Reporting such conduct to the police or the Public Safety Office is not mandatory, but victims are encouraged to report such conduct so it may be investigated. With respect to reporting activities that may constitute a crime, the College encourages students to contact the local police where the offense took place as quickly as possible. Students, staff, faculty, visitors and business partners may notify the public

safety office, who can notify local police. To report a violation, contact the Dean of Students, the Affirmative Action Officer or the Dean of College Life located on the Cranford campus.

### **Campus Sexual Assault Victims' Bill of Rights**

- Victims shall be notified of their options to notify law enforcement
- Accuser and accused must have the same opportunity to have others present
- Both parties shall be informed of the outcome of any disciplinary proceeding
- Victims shall be notified of counseling services
- Victims shall be notified of options for changing academic environments

*The Campus Sexual Assault Victims' Bill of Rights* was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

Information obtained from Dear Colleague Letter issued by the US Department of Education/Annual Clery/VAWA Reporting Compliance letter, and Handbook for Campus and Security Reporting. Union County College policies and procedures are intended to be consistent with all of these legal requirements.

Sexual misconduct (whether forcible or non-forcible), domestic violence, dating violence, and stalking violate the criminal law and college regulations. The College will investigate all complaints promptly and effectively, and carry out the established college disciplinary procedures, as warranted. The college disciplinary procedure ensures that both the accuser and accused have an opportunity to present their case and that both will be notified of the outcome. Following a college disciplinary hearing, sanctions may include withdrawal of charges, verbal or written reprimands, establishment of specific stipulations to be met for continued attendance at the college, suspension or dismissal. In reporting activities that constitute a crime, initial contact should be made to the local police where the offense took place as quickly as possible. Students, staff, faculty, visitors and business partners are expected to notify the public safety office and/ or the local police without any fear of retaliation or reprisal. Any individual that is reluctant to notify either the police or the public safety office may request assistance from appropriate campus officials such as Dean of Students, Title IX Coordinator, or Director of Human Resources.

### **Programs To Prevent Domestic Violence and Dating Violence, Sexual Assault, and Stalking**

Union County College is committed to maintaining safe and secure campus environments by providing prevention and awareness programs to members of the College community. Each academic year, the College conducts various programs and activities to address domestic and dating violence, sexual assault, and stalking.

### **Tips For Preventing Sexual Violence and Date Rape**

**Safety on campus is everyone's responsibility. Bystanders, including students, staff, faculty, visitors and business partners can all help prevent domestic violence, sexual assault, dating violence and stalking by being alert for warning signs and taking appropriate action.**

Bystanders should remember these tips to help prevent sexual violence and date rape:

- If you see something, say something
- Don't leave someone alone if they are unconscious, drunk or high on drugs, or is otherwise unable to give consent. Consent "means that both people in a sexual encounter must agree to it, and either person may decide at any time that they no longer consent and want to stop the activity"
- Don't let anyone behave sexually with someone who is unconscious, drunk or high on drugs
- Pick a designated driver and observer who will stay sober at parties, and always encourage others to do the same
- Check in with your friends during parties and leave with them
- Offer help to someone who is a target or at risk of sexual violence
- Privately call the police if you see a sexual assault or hear a confession of rape
- Never photograph or videotape a sexual assault
- If anyone jokes about rape, speak up to let them know it is not acceptable
- Visit [NotAlone.gov](http://NotAlone.gov) for more information and resources on avoiding and preventing sexual assault

### **Tips For Preventing Stalking And Domestic Violence**

**Everyone on campus can help prevent domestic violence and stalking:**

- Don't encourage hostile or violent comments about others
- Do not share information about an acquaintance's schedule or whereabouts with a stranger
- If someone is being verbally abused or pushed around, ask him or her "Are you okay?" Get help if needed
- If you see someone being attacked, followed or in distress, report it to campus security or the police

### **Campus Investigation and Hearing Officials**

**Union County College officials responsible for investigating reports of domestic violence, dating violence, sexual assault, stalking or who conduct disciplinary hearings resulting from reports of such acts receive periodic training for conducting investigations and how to protect victim's safety and security.**

The College is committed to assisting victims of sexual assault by providing the following information:

1. It is extremely important to preserve physical evidence needed to prove domestic violence, dating violence, sexual assault or stalking. In cases of sexual assaults, it is important for victims to refrain from showering or destroying physical evidence by laundering clothing or cleaning areas where a crime was committed.
2. Public Safety Officers will summon law enforcement officials, medical assistance if necessary, and/or sexual



assault crisis professionals. Officers will remind victim of need to preserve physical evidence including clothing, and secure scene for processing by law enforcement officials.

3. Victims are encouraged to call 911 to report any of the prohibited offenses outlined in the VAWA. Victims are encouraged to report the crime but are not obligated to do so.
4. The victim has the options of declining to notify any authorities or to notify local law enforcement and/or on-campus security.
5. The Department of Public Safety will strictly enforce all restraining orders or no contact directives.

### Investigations and Disciplinary Proceedings

The Equal Employment Opportunity/Affirmative Action Officer and Title IX Coordinator is responsible for conducting investigations into allegations of discrimination on the basis of sex, domestic and dating violence sexual misconduct, and stalking (Title IX cases, see below under Title IX) including VAWA reauthorization offenses. Disciplinary procedures are outlined in the Student and Employees Handbooks. In conducting investigations and disciplinary proceedings of a sexual offense, campus security authorities adhere to the following standards:

1. Provide prompt, fair and impartial investigation and disciplinary proceedings.
2. Provide information regarding confidentiality of the proceedings.
3. Permit both parties to have an advisor or support person of their choice at the proceedings and any related meeting.
4. Provide statement of the required standard of proof in these proceedings.
5. Provide written notice of the outcomes of the proceedings to both parties.
6. Attend annual training for officials conducting the proceedings on domestic violence, dating violence, sexual assault and stalking, and how to conduct an investigation and hearing process that protects the safety of victims or accused and promotes accountability.
7. Provide information for employees reporting covered offenses.
8. Referral for counseling, health, mental health, victim advocacy, legal assistance, and other services may be available for students in the Advising, Career and Transfer Department. Human Resources offers referrals for counseling, including health, and mental health services for employees (See also names of providers listed under Title IX, Healing and Recovery, below).

### Sanctions and Disciplinary Actions

Any individual whose conduct is found to violate the Serving the Public Employee policy or the Student Code of Conduct shall be subject to disciplinary action, up to and including dismissal from the College, termination of employment, or severance of the business relationship. Student and employee handbooks contain comprehensive lists of penalties that may apply. Any imposed consequences or disciplinary actions will be based on the severity of the offense, and a student's or employee's history of performance issues.

### Discipline and Discharge Of Employees

The College enforces policies, procedures, practices, rules and regulations in a fair manner. Discipline may include, but is not limited to verbal warnings, written reprimand and suspension with or without pay, disciplinary probation and termination.

The college expects students, staff, faculty, visitors and business partners to conduct themselves with civility, ethical behavior, and respect for the rights and welfare of students, staff, and faculty.

## TITLE IX

Title IX is U.S. federal law that prohibits discrimination on the basis of sex in education institutions, including Union County College.

- Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
- Sex discrimination includes sexual harassment and sexual violence, including sexual assault.
- Title IX can be found in the Education Amendments of 1972, 20 U.S.C. §1681, and its implementing regulations at 34 C.F.R. Part 106 (Title IX)
- Union County College policy prohibits discrimination, sexual harassment, and sexual misconduct, including sexual assault, stalking, and dating violence.

Union County College is required to name a Title IX Coordinator to oversee all activities related to compliance with Title IX. All faculty, students, staff and College visitors who have a Title IX-related concern or wish to file a complaint for investigation may contact Dr. Sanchez, or contact one of the following Coordinators:

**Dr. Raúl M. Sánchez, MA., JD.**

**Equal Employment Opportunity/Affirmative Action Officer  
Title IX Coordinator**

MacDonald Hall (A-107)

Union County College

1033 Springfield Avenue, Cranford, NJ 07016

908-709-7179

[raul.sanchez@ucc.edu](mailto:raul.sanchez@ucc.edu)

**Ms. Tammy Smith**

**Dean of College Life, Deputy Title IX Coordinator**

Student Activities

1033 Springfield, Cranford, NJ 07016

908-709-7093

[tsmith@ucc.edu](mailto:tsmith@ucc.edu)

Any individual who wishes to file a discrimination or Title IX complaint with state or federal offices should contact the Title IX Coordinator, who will provide the relevant contact information.



## Investigation Procedures

The College, through the Title IX Coordinator, conducts prompt, fair, effective, and impartial investigations of incidents of alleged discrimination, sexual harassment, and sexual misconduct.

Investigations are subject to the following:

- **Confidentiality.** The College takes confidentiality seriously. Investigative information is shared with others on a need-to-know basis only, including with investigators, witnesses, the accused individual, and relevant College officials, or as required or permitted by law. In some cases, the investigation file may be subject to requests for public records; the College redacts identifying or other information when legally permissible.

When a complainant requests confidentiality or that the College not proceed with an investigation, the College respects that request to the extent possible. The College's legal obligation to provide a safe and nondiscriminatory environment may require that the College proceed with an investigation, which may require investigators to share limited identifying information about a complainant. The College will inform a complainant if this occurs. In all cases, the College works with the complainant to provide resources and support.

- **Conflict of Interest.** An investigator does not participate in an investigation in which he or she has a conflict of interest. A conflict of interest means the existence of an interest that could reasonably affect or appear to affect the impartiality of the investigator.
- **Criminal Complaints.** A complainant has the option to file a criminal complaint with the police. The criminal process can be pursued simultaneously. The College does not wait for the conclusion of a criminal case to investigate possible Title IX violations. In some cases, a temporary suspension of the College's investigation may be necessary when requested by law enforcement. However, the College's investigation resumes promptly once the College is notified by law enforcement that it may proceed. An outcome reached in a criminal process does not necessarily determine the outcome of the College's process.
- **Interim Measures.** The College takes appropriate interim steps before a final resolution to support and protect the complainant, as needed. Such steps may be taken regardless of whether complainant wishes to pursue the complaint. The College may impose a "no-contact" order, which typically includes a directive that the parties refrain from having contact with one another. Other interim measures include, but are not limited to, altering the academic or College employment arrangements of the parties. When taking such steps, the College seeks to minimize unnecessary or unreasonable burdens on either party; however, every reasonable effort is made to allow the complainant to continue in his or her academic or College employment arrangements. Violations of such protective measures may lead to disciplinary action.
- **Participation of Parties.** When appropriate, the College seeks the consent of the complainant to proceed with an investigation but informs each complainant that alleged violations of this policy may be investigated regardless of

consent. If any party or witness declines to participate in an investigation, the College continues the investigation to the extent possible. The College, as an employer, expects all employees to participate and cooperate with all investigations.

- **Investigation Process.** The complainant and the respondent are given the opportunity to provide information and evidence to the investigator, including names of witnesses. The parties are also given the opportunity to provide oral and written statements. Except in extraordinary circumstances, both parties are given written notice of the outcome of the investigation, an opportunity to respond, and an opportunity to appeal.
- **Standard of Proof.** The College uses a "preponderance of the evidence" evidentiary standard to evaluate allegations of violations of this policy, which means it is "more likely than not" that the behavior or incident in the complaint occurred.
- **Timeframes.** The College seeks to complete all investigations promptly after receipt of a complaint. An investigation of sexual assault, sexual misconduct, or domestic violence is typically completed within 60 calendar days unless there is good cause to extend that time frame.

## TITLE IX RESOURCES

**If You Have Been a Victim of Sexual Harassment, Rape, Sexual Assault, Domestic or Dating Violence, or Stalking, You May Need the Resources Below.**

**FOR POLICE AND MEDICAL EMERGENCIES, DIAL: 911**

**FOR UNION COUNTY COLLEGE'S TITLE IX COORDINATORS, CONTACT:**

### Union County College Title IX Coordinators

The individuals, below, will receive complaints and determine whether an investigation is warranted. They can provide information about options, investigative procedures, and interim measures for personal safety that can be taken pending an investigation.

**Dr. Raul M. Sanchez**  
EEO/AA Officer  
Title IX Coordinator  
MacDonald Hall (A-107)  
1033 Springfield Ave.  
Cranford, NJ 07016  
908-709-7179  
[raul.sanchez@ucc.edu](mailto:raul.sanchez@ucc.edu)

**Ms. Tammy Smith**  
Dean of College Life  
Deputy Title IX Coordinator  
Student Activities Office  
1033 Springfield Ave.  
Cranford, NJ 07016  
908-709-7093  
[tsmith@ucc.edu](mailto:tsmith@ucc.edu)

**IF YOU NEED IMMEDIATE ASSISTANCE FROM A PUBLIC SAFETY OFFICER, CONTACT:**

**Union County College Public Safety Department**

The Public Safety Department can be contacted, as follows:

Cranford Campus: 908-709-7152

Elizabeth Campus: 908-965-6070

Plainfield Campus: 908-412-3595

Scotch Plains Campus: 908-709-0268

College Wide Emergency: 908-709-0268

**IF YOU NEED MEDICAL ATTENTION, CONTACT:  
Medical Services**

In most instances, medical care providers can talk with you confidentially about your concerns. If you receive hospital care after a sexual assault, you may receive a medical evaluation from a trained Sexual Assault Nurse Examiner (SANE), who conducts a medical-legal examination and collects forensic evidence. You can also be tested for date-rape drugs and sexually transmitted diseases. They may also provide you counseling services or refer you to a relevant provider. For information on emergency contraception, the morning after pill or Plan B, talk to your doctor, pharmacy, or clinic. More information can be found here: [not.2.late.com](http://not.2.late.com)

If you have experienced sex or gender based violence or know somebody who has, you might consider accessing the medical, or counseling resources, below.

Medical Facilities in Union County with 24-Hour Emergency Assistance:

**Overlook Medical Center**

Emergency Department

99 Beauvoir Avenue

Summit, NJ 07901

908-522-2232

<http://www.atlantichealth.org/overlook/our+services/emergency+services/>

**Overlook Emergency Services – Union Campus**

1000 Galloping Hill Road

Union, NJ 07083

908-522-6300

<http://www.atlantichealth.org/overlook/our+services/emergency+services/>

**Trinitas Regional Medical Center**

Emergency Medicine

225 Williamson Street

Elizabeth, NJ 07202

908-994-5422

[http://www.trinitashospital.org/emergency\\_medicine.htm](http://www.trinitashospital.org/emergency_medicine.htm)

**Trinitas Regional Medical Center**

Psychiatric Emergency Department, New Point Campus

655 East Jersey Street

Elizabeth, NJ 07206-1259

908-994-7131

[http://www.trinitashospital.org/emergency\\_medicine.htm](http://www.trinitashospital.org/emergency_medicine.htm)

**Robert Wood Johnson University Hospital Rahway**

Emergency Department

865 Stone Street

Rahway, NJ 07065

732-499-6100

<http://www.rwjuh.com/emergencyDepartment.htm>

**JFK Medical Center**

**JFK-Muhlenberg Campus Satellite Emergency Department**

65 James Street

Edison, NJ 08820

(732) 321-7000

<http://www.jfkmc.org/jfk-affiliates/jfk-muhlenberg-campus/satellite-emergency-department>

**IF YOU NEED COUNSELING SERVICES,  
CONTACT:**

**Counseling Services**

**Trinitas Regional Medical Center**

Counseling Referrals/Outpatient Clinic, New Point Campus

655 East Jersey Street

Elizabeth, NJ 07206-1259

908-994-7278

[http://www.trinitashospital.org/emergency\\_medicine.htm](http://www.trinitashospital.org/emergency_medicine.htm)

**Rachel Coalition Domestic Violence Services**

256 Columbia Turnpike, Suite 105

Florham Park, NJ 07932

(973) 765-9050

[info@jfsmetrowest.org](mailto:info@jfsmetrowest.org)

**Rachel Coalition Domestic Violence Services**

570 W. Mt. Pleasant Ave., Suite 106

Livingston, NJ 07039

(973) 740-1233

[info@jfsmetrowest.org](mailto:info@jfsmetrowest.org)

See also Victim Advocates, below.

**IF YOU NEED TO TALK TO A TRAINED VICTIM  
ADVOCATE OFF-CAMPUS, CONTACT:**

**Sex and Gender Based Violence, Victim Advocates**

If you have experienced sex and gender based violence or know somebody who has, you may consider contacting a Victim Advocate. A Victim Advocate is a person who has been trained to support victims of crimes, by providing emotional support and help navigating resources and the criminal justice system. Advocacy agencies often provide counseling, 24-hour crisis lines, housing resources, and legal support for free or reduced costs. In most instances, these care providers can speak to you confidentially about your concerns.

**24-Hour Victim Advocate Hotlines:**

**Rape Crisis Center, Union County**

<http://www.ywcaunioncounty.org/our-services/>

24-hour HOTLINE: 908-233-RAPE (7273)

**YWCA, Union County**

<http://www.ywcaunioncounty.org/our-services/>

24-Hour Domestic Violence Hotline: 908-355-4357 (HELP)

**Rachel Coalition Domestic Violence Services**

[info@jfsmetrowest.org](mailto:info@jfsmetrowest.org)

24-hour crisis response line: 973-740-1233

**New Jersey Coalition Against Sexual Assault (NJCASA)**<http://njcasa.org/>

24-hour State Hotline: 800-601-7200

**Statewide:****New Jersey Coalition for Battered Women**

New Jersey Coalition for Battered Women is a statewide association that provides leadership, support and resources on the prevention of violence against women in New Jersey through advocacy, training, public awareness and research.

<http://www.njcedv.org/>**New Jersey MentalHealthCares**

New Jersey MentalHealthCares is the Mental Health Association in NJ's free, confidential statewide mental health information and referral helpline, available 24/7. Our staff of mental health professionals uses their experience and understanding of the state's mental health resources to connect you to the services you need. <http://www.njmentalhealthcares.org/>

**NJ Coalition Against Sexual Assault** NJCASA's mission is to promote the compassionate and just treatment of survivors and their loved ones; foster collaborative relationships between community systems; and affect attitudinal and behavioral changes in society as we work toward the elimination of sexual violence against all people. <http://njcasa.org/>

**Nationwide:**

- Rape, Abuse, & Incest National Network Hotline: 1-800-656-HOPE (4773)
- National Domestic Violence Hotline: 1-800-799-SAFE (7233);
- Gay, Lesbian, Bisexual and Transgender Hotline: 1-888-THE-GLNH (843-4564);
- Love is Respect: 1-866-331-9474;
- Not Alone: Together Against Sexual Assault: The federal government has also compiled helpful information for students and universities, including information on what to do if you have been sexually assaulted, how to help a friend who has been sexually assaulted, and information about your rights if you share information about a sexual assault with your academic institution. Locate a resource or service in your area to receive support if you are in a crisis situation or if you want to speak with an advocate. <https://www.notalone.gov/resources/>

**IF YOU NEED LEGAL ADVICE, ASSISTANCE, OR REPRESENTATION, CONTACT:****Legal Advocates/Legal Services Partners for Women and Justice**

Tel: 973-233-0111

60 South Fullerton Ave. #106

Montclair, NJ 07042

Fax: 973-233-0106

[www.pfwg.org](http://www.pfwg.org)**Legal Services of New Jersey – Domestic Violence Representation Project**

100 Metroplex Drive, Suite 402

PO Box 1357

Edison, NJ 08818

Phone: 732-572-9100

Fax: 732-572-0066

Website: <http://www.probononj.org>**Union County Rape Hotline**

24-hour Hotline: 908-233-RAPE (7273)

TTY: 908-232-1435

Fax: 908-654-0260

Hours of Operation: Monday – Friday 8 a.m. – 4 p.m.

Blog: [www.unioncountyrapercrisiscenter.blogspot.com](http://www.unioncountyrapercrisiscenter.blogspot.com)

For information on obtaining a restraining order in New Jersey, see [WomensLaw.org](http://www.womenslaw.org/):

[http://www.womenslaw.org/laws\\_state\\_type.php?id=557&state\\_code=NJ&open\\_id=11187](http://www.womenslaw.org/laws_state_type.php?id=557&state_code=NJ&open_id=11187)

Some local Domestic Violence Services and Rape Care Centers offer legal clinics.

**IF YOU NEED SHELTER AND PROTECTION, CONTACT:****Shelters**

Domestic violence victims and their children can temporarily access safe and secure shelters in the Union County area.

Contact:

**Project Protect****c/o YWCA of Eastern Union County**

1131 East Jersey Street

Elizabeth, NJ 07201

Emergency Shelter 24-Hr. Hotline: (908) 355-4357

TTY: (908) 355-1023

Fax: (908) 355-0534

Email: [info@ywcmail.com](mailto:info@ywcmail.com)Web: [www.ywca-euc.org](http://www.ywca-euc.org)

Outreach Phone: (908) 355-1995

**Rachel Coalition Domestic Violence Services**

24-hour crisis response line: 973-740-1233

256 Columbia Turnpike, Suite 105

Florham Park, NJ 07932

(973) 765-9050

[info@jfsmetrowest.org](mailto:info@jfsmetrowest.org)

570 W. Mt. Pleasant Ave., Suite 106

Livingston, NJ 07039

(973) 740-1233

[info@jfsmetrowest.org](mailto:info@jfsmetrowest.org)**FOR INFORMATION FROM THE FEDERAL GOVERNMENT, CONTACT:****Federal Information****Sexual Assault**

The federal government has compiled helpful information for students and institutions, including information on what to do if you have been sexually assaulted, how to help a friend who has been sexually assaulted, and information about your rights if you share information about a sexual assault with your academic institution:

- **Not Alone:** Together Against Sexual Assault

**Overseas Crime**

- **U.S. Department of State – Travel Information by Regions**

The State Department's Office of American Services and Crisis Management (ACS) administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. Country Specific Information, Travel Alerts, and Travel Warnings are vital parts of this program.

- **9-1-1 Emergency Contact Numbers Abroad**

U.S. consular officers are located at over 260 Foreign Service posts abroad. There are also consular officers in 46 foreign cities without U.S. embassies or consulates. They are ready to provide assistance if you need it. From the U.S. or Canada, call 1-888-407-4747, or from overseas call 202-501-4444.

- **U.S. Department of State – Help for U.S. Citizens of Crime Overseas**

Consular officers, agents, and staff work with crime victims and help them with the local police and medical systems. Overseas Citizens Services will stay in touch with family members in the United States and help provide U.S.-based resources for the victim when possible. From the U.S. or Canada, call 1-888-407-4747, or from overseas call 202-501-4444.

## FOR STATE OR FEDERAL INFORMATION ON DISABILITIES, CONTACT:

### Disability Resources

- Information and Technical Assistance on the Americans with Disabilities Act, U.S. Department of Justice – Civil Rights Division, see <http://www.justice.gov/crt/disability-rights-section>.
- Division of Disability Services, Department of Human Services, State of New Jersey, see <http://www.state.nj.us/humanservices/dds/home/index.html>.

## FOR INFORMATION ON SEXUAL ASSAULT AND SEX AND GENDER BASED VIOLENCE SURVIVORS, CONTACT:

### Sexual Assault and Sex and Gender Based Violence Survivor Links and Resources

- Surviving Campus Sexual Assault: An Overview of Your Rights as a Student <https://www.legalmomentum.org/resources/surviving-campus-sexual-assault-overview-your-rights-student>
- Transgender Sexual Violence Survivors: A Self-Help Guide to Healing and Understanding, Forge: Transgender Sexual Violence Project <http://forge-forward.org/wp-content/docs/self-help-guide-to-healing-2015-FINAL.pdf>
- Not Alone: Together Against Sexual Assault, information for students and schools on resources to respond to and prevent sexual assault. <https://www.notalone.gov/>
- Know Your IX, information for students to respond to and prevent sexual assault. <http://knowyourix.org/>
- Rape, Abuse & Incest National Network, national information for survivors and supporters of survivors. <https://rainn.org/>
- 1 is 2 Many, Whitehouse Public Service Announcement <https://www.whitehouse.gov/1is2Many>
- Consent: If you don't get it, you don't get it, Whitehouse Public Service Announcement on Facebook. <https://www.facebook.com/WhiteHouse/videos/10153741426384238/>

- 1 in 5, Whitehouse Public Service Announcement <http://m.govexec.com/management/2015/11/whitehouse-psa-using-bears-make-point-about-sexual-assault/123487/?oref=ge-iphone-Interstitial-continue>
- SAFER, a nonprofit organization providing resources and tools for student-led movements to combat sexual and interpersonal violence on campus communities. <http://www.safercampus.org/>
- Commission on Domestic & Sexual Violence, American Bar Association [http://www.americanbar.org/groups/domestic\\_violence.html](http://www.americanbar.org/groups/domestic_violence.html)

## FOR INFORMATION ON RESTRAINING ORDERS, CONTACT:

- **NJ Division on Women Department of Community Affairs**  
101 South Broad Street  
PO Box 801  
Trenton, NJ 08625-0801  
Phone: (609) 292-8840  
Fax: (609) 633-6821  
TTY: (609) 777-0799  
Email: [dow@dca.state.nj.us](mailto:dow@dca.state.nj.us)  
Web: [www.nj.gov/dca/dow](http://www.nj.gov/dca/dow)

- **WomensLaw.org:** [http://www.womenslaw.org/laws\\_state\\_type.php?id=557&state\\_code=NJ&open\\_id=11187](http://www.womenslaw.org/laws_state_type.php?id=557&state_code=NJ&open_id=11187)
- **New Jersey State Police:** <http://www.njsp.org/division/operations/domestic-violence-info.shtml>

## STATE AND FEDERAL AGENCY CONTACT INFORMATION:

Please see the following websites for more information on state and federal laws, and how to file a complaint external to Union County College.

- U.S. Department of Labor: <http://www.dol.gov/>
- U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov/>
- U.S. Department of Justice – Civil Rights Division: <http://www.justice.gov/crt>
- U.S. Department of Justice – Office On Violence Against Women: <http://www.justice.gov/ovw>
- U.S. Department of Education – Office for Civil Rights <http://www2.ed.gov/about/offices/list/ocr/index.html>
- Division on Civil Rights, Office of the Attorney General, State of New Jersey <http://www.nj.gov/oag/dcr/index.html>
- Office of the State Auditor, New Jersey Office of Legislative Services <http://www.njleg.state.nj.us/legislativepub/auditreports.asp>

This list of Title IX Resources was compiled by Dr. Raúl M. Sánchez, as of March 28, 2016. Phone numbers change, as do email addresses and websites. If you try a contact number and it is no longer in service, please inform Dr. Sánchez at [raul.sanchez@ucc.edu](mailto:raul.sanchez@ucc.edu) or 908-709-7179, so he may revise this document.



## Title IX Enforcement

**The College vigorously enforces this policy.** Persons determined to have violated this policy are subject to sanctions imposed using the procedures set forth in applicable College policies and this Student Handbook, including any appeal procedures therein. The chosen sanction is to be adequately and appropriately severe to prevent future offenses. The sanctions that are imposed, or other actions taken, must be reported to the Title IX Coordinator by the administrator or supervisor who imposes the sanctions.

In addition, inappropriate and unprofessional behavior by College personnel that does not rise to the level of a policy violation (e.g., unwelcome sexual comments that are not sufficiently severe, persistent, or pervasive to constitute sexual harassment), may nonetheless be subject to corrective or disciplinary action in some cases.

## Malicious or Frivolous Allegations Prohibited

The College disciplines members of the College community who knowingly make false or frivolous allegations of discrimination, sexual harassment, or sexual misconduct. No complaint is considered malicious or frivolous solely because it cannot be corroborated.

## Retaliation and Interference Prohibited

The College prohibits retaliation regarding the filing of any complaint. Retaliation includes any act or threat of action that would dissuade a reasonable person from making or supporting a complaint, or participating in an investigation, and could negatively affect another's employment, education, reputation, or other interest. **Retaliation will be regarded as a separate and distinct policy violation.** Retaliatory acts should be reported immediately to the Title IX Coordinator or Deputy Title IX Coordinators to allow them to be investigated promptly, effectively, and equitably.

Interference with the complaint or investigation process is prohibited and constitutes a policy violation. Interference includes, but is not limited to, actions that dissuade or attempt to dissuade complainants or witnesses from reporting or participating in an investigation, or actions that delay or disrupt, or attempt to delay or disrupt, an investigation.

## Counseling Services

For a referral to counseling services contact the providers listed in Medical Services, or Victim Advocates, above. At the College, students also may contact:

### Advising, Career and Transfer Department

Barbara C. Ruggieri  
Student Services Specialist/Social Worker  
[barbara.ruggieri@ucc.edu](mailto:barbara.ruggieri@ucc.edu)  
908-709-7139

## FIRST AMENDMENT/FREE SPEECH ACTIVITIES

**Freedom of expression is a highly valued and indispensable quality of College life, and the College seeks to allow its students and employees the opportunity to utilize the College facilities and grounds to the fullest extent possible.** The College's commitment to this ideal does not grant to individuals or groups an unlimited license to engage in activity

which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated. The purpose of these time, place, and manner regulations is to establish procedures and reasonable controls for the use of the College's limited public forum area by both College and non-College groups and persons. The College seeks to balance its responsibility to fulfill its mission as a public educational institution with the interests of College and non-College groups and persons who are interested in using the College campuses for purposes of constitutionally protected speech, assembly, or expression.

The College has three campus, in Cranford, Elizabeth, and Plainfield, and facilities at Rahway and Scotch Plains, in Union County, New Jersey. The College is able to declare a "limited public forum area" as a place for expressive activities protected by the First Amendment, subject to reasonable time, place or manner restrictions, only on its Cranford campus. The College's locations in Elizabeth, Plainfield, Rahway, and Scotch Plains are congested urban areas with substantial public safety concerns, including fire safety and ingress/egress; therefore, expressive activities protected by the First Amendment in those locations are limited to the public areas surrounding the College's facilities and subject to local ordinances.

First Amendment activities include, but are not necessarily limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective, or viewpoints. College and non-College groups and persons may use the College's limited public forum area on the Cranford campus, the Victor M. Richel Commons (the Commons), and the plaza area in front of the MacKay Library, for those activities protected by the First Amendment, subject to the following regulations:

1. The Commons is available for use only Monday-Friday, 11:30 a.m. - 1:30 p.m. and 5:30 p.m. - 8:30 p.m.
2. Request to use the Commons is to be presented to the Office of the Executive Director of College Relations between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, with a copy of such request presented to the Office of Public Safety.
3. All groups and persons must provide the required request no later than fourteen days in advance; however, events may be permitted with less notice as long as the event does not interfere with any other function.
4. The request will contain:
  - (a) The name, address, and telephone number of the individual, group, entity, or organization sponsoring the event or use (hereinafter "the sponsoring organization"); and
  - (b) The name, address, and telephone number of a contact person for the sponsoring organization; and
  - (c) The date and time of the event;
  - (d) The nature and purpose of the event; and
  - (e) The estimated number of people expected to participate in the event.
4. The use of sound amplification devices for free speech purposes is not allowed.

5. To allow for the expression of a wide range of viewpoints and discussion of an array of issues, events may not last longer than five hours per day, and may continue no longer than five days from beginning to end. These limitations upon the duration of events will be excused, on a day-to-day basis, upon request when there are no competing requests to use the facility.
6. Signs, posters, literature, handbills, leaflets, and pamphlets may be distributed in accordance with relevant College policies. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information.
7. Speech that does no more than propose a commercial transaction is prohibited in connection with any event.
8. The Commons must be cleaned up and left in its original condition and is subject to inspection by a College representative after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of cleanup or for the repair of damaged property.
9. The use of the Commons must comply with all other relevant College requirements.
10. The College and/or local public authorities may specify additional fire, safety, sanitation, and special regulations for the event, and the user must obey those regulations.
11. The College will not provide utility connections or hook-ups.
12. The Commons may not be used on the same date as any previously scheduled College event or activity at the Commons.
13. The College President or designee or any College Vice-President or designee may, at any time, terminate, cancel, or prohibit the use of facilities if the event is disrupting normal College functions. Any of these individuals may refuse to allow a proposed use of facilities if they determine, after reasonable inquiry, that the use or event cannot be conducted without disrupting normal College functions. Such determinations will be made without consideration of the content or message of the First Amendment activities.
14. When using the Commons, an individual or organization may be required to post a bond and/or obtain insurance to protect the College against cost or other liability.
15. When the College grants permission to use the Commons it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from that use.
16. Any person believed to be violating these regulations may be barred from campus in accordance with the relevant procedures.

## SOLICITATION

Regulations governing solicitation (including commercial sales, fund-raising, and distribution of literature) by off-campus individuals or organizations are as follows:

No individual or organization may distribute literature, advertise, or otherwise solicit customers, seek donations, or make sales on campus without the express authorization of

the Executive Director of College Relations. The academic program of the College must be kept unhampered and open to all. Free discussion and inquiry are invited at all times in matters affecting the welfare of any part of the College community. Dissent on the part of any person or group is to be expected, for it is unlikely that everyone will be in agreement at any one time. Any method of dissent which is disruptive of the free exercise of academic freedom on the part of any segment of the College community will be an infringement of the rights of all. Such disruptions will be treated as a serious offense.

## ALCOHOL AND/OR OTHER SUBSTANCES

The possession, use, or distribution of alcohol and other drugs of abuse is prohibited on all College properties at all times. When an individual is identified as being under the influence of alcohol and other drugs on any of Union County College's campuses, the primary objective is to protect both the individual and others. The secondary objective is to protect property and provide professional assistance to the individual. When an individual under the influence is identified, the identifier should call the Public Safety Office. The identifier should attempt to remain in contact with the person until a Public Safety Officer arrives and assumes responsibility for the individual.

The officer will assess the individual's condition, establish identification and seek alternate transportation for this person by contacting a relative or friend. Should the intoxicated individual decline to give both the keys to his/her vehicle and the name and phone number of a friend or relative who can provide transportation for him/her, the officer will contact the local police and the Public Safety Office will immediately seek to identify the person's vehicle and immobilize it. Once the police have been contacted, the matter then becomes their responsibility to decide whether or not the individual is qualified to drive his or her vehicle from the campus.

### At "Off" Campus Student Activity Functions:

- Alcohol and other drugs may not be purchased, transported, used, served, or distributed at any Union County College function.
- The purchase or use of alcohol at those events where same is available is prohibited; i.e., sporting events, concerts, conventions, etc.
- Any person who in the judgment of a Public Safety Officer and/or designated College official(s) exhibit indications of intoxication will not be permitted admission to the event.
- Any persons who in the judgment of management and/or designated College official(s) exhibit indications of intoxication or act in a disorderly manner will be asked to leave the event.

### For resources and programs visit the following websites:

Alcoholics Anonymous Site: [www.aa.org](http://www.aa.org)

High Focus Centers Site: [www.highfocuscenters.com](http://www.highfocuscenters.com). Offers outpatient substance abuse and mental illness treatment programs.

Trinitas Hospital Site: [www.trinitashospital.org](http://www.trinitashospital.org)

Inpatient and outpatient services available through the Behavioral Health division. Online Screening Tool for Alcohol Use: This screening allows a comfortable and private way for individuals to assess their drinking habits. It is also free and confidential. While these are not diagnostic, they will indicate existing symptoms and determine if further assessment by a clinician is advisable. [www.howdoyouscore.org](http://www.howdoyouscore.org)

## SMOKING POLICY

All Union County College property is smoke-free including electronic cigarettes. For the purposes of this policy, "smoking" is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, and electronic cigarettes or any product that simulates the act of smoking. Fines and disciplinary sanction may be imposed on students violating this policy as defined under the section of the Student of Conduct.

## FACILITY USAGE

**The mission of Union County College is to serve the higher education needs of Union County residents. Its campuses, equipment and facilities are for the principal purpose of providing educational resources for the faculty, students and staff of the College (principal users).** Other persons may use the facilities of the College for related purposes, subject to the following rules:

- No one may use the facilities in a manner which interferes with or impedes the use by the principal users.
- Persons who are not the principal users may apply to the College Relations Director for use of the facilities.
- Persons who are not the principal users must use the facilities only in designated areas and during designated times.
- Any person creating or maintaining a disturbance or nuisance on College premises must leave the premises when requested to do so.
- Loitering on the premises or use of the facilities for other than educational or College related purposes are prohibited.
- Any person who enters upon the facilities for any purpose other than an educational purpose or College related purpose, without prior authorization or any person who fails or refuses to leave the facilities when requested to do so, will be deemed a trespasser.
- The use of the gymnasium and Fitness Center and any related physical facilities is restricted to those holding a current College Identification Card.

### Facilities Use Procedure

- All student and Student Government Association club organization requests for corridor space, rooms and equipment are to be facilitated through the Dean of College Life, who will notify the Office of College Relations and Facilities. Club/Organization leaders

reserving rooms for student activities will be directly responsible to the Dean of College Life. The privilege pertaining to control and operation of the student activity rooms carries with it distinct responsibilities in both the proper operation and maintenance of a satisfactory decorum. If, in the opinion of the Dean of College Life, these privileges are abused, they may be revoked.

- All scheduling of outside activities sponsored by a College organization in the Commons/Campus Center should be approved by the Dean of College Life. Individuals seeking to utilize the Campus Center/Commons facilities for dances, plays, gym nights, meetings, concerts, art shows, etc., are required to consult with the Dean of College Life with respect to police protection, parking facilities, time limits, and chaperones.



### Children on Campus

Children, especially those under 12 years of age, are not authorized on campus property at any time unless they are under the immediate supervision of a parent/guardian or enrolled in a special program being offered and supervised by the College. They are prohibited from entering the gymnasium and fitness center.

### Pets on Campus

No pets, with the exception of certified service animals, are permitted on campus grounds or in campus buildings. If pets are required for a classroom assignment or a planned part of a special activity, authorization to have them on campus must be previously obtained from the Public Safety Office.

## PHOTOS AND STUDENT NAMES

Union County College may, from time to time, arrange for the taking of photographs or videos on the various campuses, which it may legally do. Photos taken are the property of the College and individuals depicted therein are not entitled to compensation or to restrict publication.

Union County College reserves the right to publish the name and town of a student in press releases, promotional and other multimedia formats. To opt out, please contact the office of the Dean of Students.

## Cranford Campus

1033 Springfield Ave.  
Cranford, NJ 07016  
908-709-7000

## Elizabeth Campus

40 West Jersey Street  
Elizabeth, NJ 07201  
908-965-6000

## Plainfield Campus

232 E. Second Street  
Plainfield, NJ 07060  
908-412-3599

## Scotch Plains Campus

1700 Raritan Road  
Scotch Plains, NJ 07076  
908-709-7000

## Visit us online at [www.ucc.edu](http://www.ucc.edu)

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs. The following individuals have been designated to address inquiries regarding Section 504, the ADA, and Title IX, as indicated:

### Complaints

**Dr. Raúl M. Sánchez**, Equal Employment Opportunity/Affirmative Action Officer, Title IX Coordinator  
MacDonald Hall, room A-107, 908-709-7179, [raul.sanchez@ucc.edu](mailto:raul.sanchez@ucc.edu)

All complaints of discrimination, including those concerning Title IX, Section 504, and the ADA should be directed to Dr. Sanchez.

### Student Accommodation Requests:

**Ms. Karen Cimorelli**, Coordinator of Disability Support and Services  
Nomahegan Hall, room N-3, Phone: 908-709-7164, [karen.cimorelli@ucc.edu](mailto:karen.cimorelli@ucc.edu)

All requests for accommodations from Union County College students, pursuant to Section 504 or the ADA, should be directed to Ms. Cimorelli.

### Employee, Guest, and Visitor Accommodation Requests

**Mr. Vincent Lotano**, Director of Human Resources, Section 504 Administrator and ADA Coordinator  
MacDonald Hall, room A-219, 908-709-7046, [vincent.lotano@ucc.edu](mailto:vincent.lotano@ucc.edu)

All requests for accommodations from Union County College employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Lotano, the Section 504 Administrator and ADA Coordinator. All matters, other than student accommodation requests and complaints, also may be directed to Mr. Lotano.



*Transforming Our Community...  
One Student at a Time*

For further information please consult Union County College's Public Annual Notification at [www.ucc.edu/about/PublicAnnualNotificationND.aspx](http://www.ucc.edu/about/PublicAnnualNotificationND.aspx)