



2020
**Student
Handbook**

**Policies and
Procedures**

Cumberland Campus
3322 College Drive, Vineland, NJ 08360

Gloucester Campus
1400 Tanyard Road, Sewell, NJ 08080

RCSJ.edu

Welcome to Rowan College of South Jersey



Frederick Keating, Ed.D.
President

It is my great pleasure to welcome you to the inaugural class of Rowan College of South Jersey — a new regional college, academically designed to transform higher education in New Jersey.

On July 1, 2019, Rowan College at Gloucester County and Cumberland County College merged to create South Jersey's first regional college. Together these two campuses offer more than 120 unique degrees and certificates, combining 100 years of experience to provide a variety of degree selections, cost-saving initiatives and scholarship and internship opportunities, at one of the lowest tuition rates in the state. This pioneering, hybrid institution provides students with more choices, including the option to pursue advanced degrees at Rowan University and other four-year universities, without ever leaving the Rowan College of South Jersey campuses.

The merger of these two community colleges, in conjunction with an expanded 10-year premier partnership agreement with Rowan University, leads the way to a future filled with diverse, one-of-a-kind educational opportunities. Ambitious teenage students seeking a head start on their college studies can take classes and save money with high school dual enrollment programs, including Rowan High School Start and the High School Option Program (HSOP). Through exclusive programs like Rowan Choice and 3+1 degree offerings, students save substantially on their education and easily transition to Rowan University for a bachelor's degree. Academic and workforce-training programs ensure the availability of skilled employees, answering both professional and community needs.

With two campuses, increased program selections, a premier partnership with Rowan University, affordable tuition and numerous transfer routes, Rowan College of South Jersey offers students more advantages than ever before. Congratulations on choosing Rowan College as the place to begin writing your success story.

Frederick Keating, Ed.D.
President

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Information in the 2020 Rowan College of South Jersey Student Handbook is accurate as of date of publication in November 2019 and is subject to change.

Rowan College of South Jersey Academic Calendar

FALL SEMESTER 2019

Thursday, August 29.....	New Student Orientation
Monday, September 2	Labor Day – College Closed
Tuesday, September 3	First Day of Weekday Classes
Saturday, September 7.....	First Day of Saturday Classes
Monday, October 14	Columbus Day – College Open
Wednesday, October 23.....	Professional Development Day – No Classes 7:45 a.m.–3:55 p.m. Classes Held 4–10:55 p.m.
Wednesday, November 27.....	No Classes after 4 p.m.
Thursday, November 28.....	Thanksgiving – College Closed
Friday, November 29	College Holiday – College Closed
Saturday, November 30.....	No Classes
Monday, December 9	First Day of Winter Session
Friday, December 13	End of Weekday Classes
Saturday, December 14.....	End of Saturday Classes
Tuesday, December 24	Winter Break – College Closed
Wednesday, December 25.....	College Holiday – College Closed
Thursday, December 26 –	Winter Break –
Tuesday, December 31	College Closed

WINTER SEMESTER 2020

Monday, December 9 (2019).....	First Day of Winter Session
Wednesday, January 1.....	New Year’s Day – College Closed
Friday, January 10	End of Winter Session

SPRING SEMESTER 2020

Thursday, January 16	Professional Development Day
Monday, January 20	Martin Luther King Day – College Closed
Tuesday, January 21	First Day of Weekday Classes
Saturday, January 25.....	First Day of Saturday Classes
Monday, March 16 –	Spring Break –
Wednesday, March 18	No Classes
Thursday, March 19.....	College Holiday – College Closed
Friday, March 20.....	College Holiday – College Closed
Saturday, March 21	Saturday Classes Held
Friday, April 10	College Holiday – College Closed
Saturday, April 11	No Classes
Saturday, May 2.....	End of Saturday Classes
Wednesday, May 6	End of Weekday Classes
Thursday, May 14	Commencement

SUMMER SEMESTER 2020

Monday, May 18	First Day of Summer Semester
Monday, May 25	Memorial Day – College Closed
Friday, July 3.....	College Holiday – College Closed

This calendar was correct at the time of publication and is subject to change. Please visit RCSJ.edu for the most recent information.

College Overview

Rowan College of South Jersey was established on July 1, 2019, with the merger of Cumberland County College and Rowan College at Gloucester County. It is a comprehensive, two-year, dual-campus regional institution sponsored by the residents of Cumberland and Gloucester Counties through their respective Boards of Chosen Freeholders. The College is accredited by the Middle States Commission on Higher Education.

Rowan College seeks to assist each person in the development of a career, while at the same time developing humanistic values and encouraging personal enrichment. The College is dedicated to its community and accepts the responsibility of providing post-secondary educational opportunities to all who seek them. It provides college and university transfer programs, career education, community services and special assistance programs.

Rowan College seeks to bring higher education within the geographic and financial reach of all residents.

State of New Jersey Vision for Higher Education

New Jersey and its colleges and universities embrace their shared responsibility to create and sustain a higher education system that is among the best in the world, enabling all people to achieve their maximum potential, fostering democratic principles, improving the quality of life and supporting the state's success in a global economy.

Rowan College of South Jersey Mission

Rowan College of South Jersey is a center for learning that strives for academic excellence, supports the economic development of the community and seeks to enhance the community's quality of life through affordable, accessible programs and services in a safe and caring environment.

Gloucester County Board of Chosen Freeholders

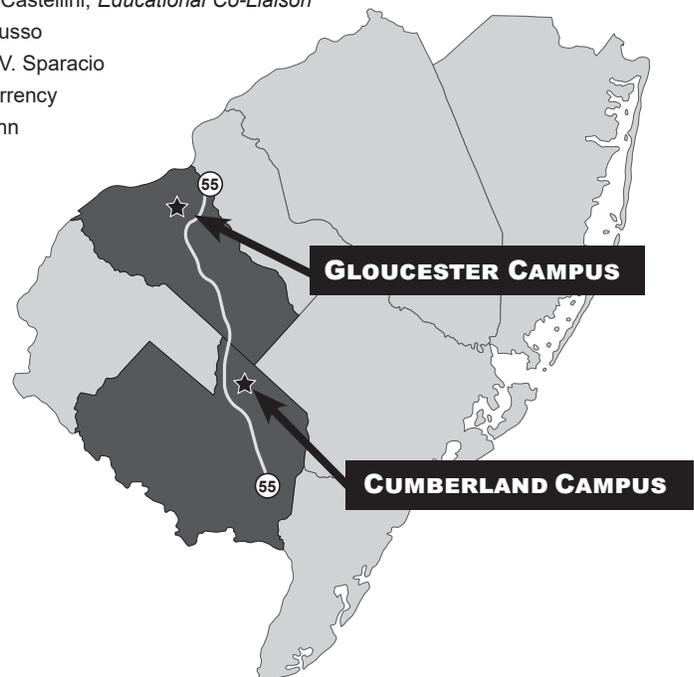
Robert M. Damminger, *Director*
 Frank J. DiMarco, *Deputy Director*
 Lyman Barnes, *Education Liaison*
 Daniel Christy
 Jim Jefferson
 James J. Lavendar, Ed.D.
 Heather Simmons

Cumberland County Board of Chosen Freeholders

Joseph Derella, *Director*
 Darlene Barber, *Deputy Director/Educational Co-Liaison*
 George Castellini, *Educational Co-Liaison*
 Carol Musso
 Joseph V. Sparacio
 Jack Surrency
 Jim Quinn

Rowan College of South Jersey Board of Trustees

Gene J. Concordia, *Chairperson*
 Donna M. Perez, *Vice Chairperson*
 Ruby Love, *Treasurer*
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 Yolanda Garcia Balicki, Esq.
 Benjamin Griffith
 Kenneth Mecouch
 Leslie White-Coursey
 Douglas J. Wills, Esq.
 Frederick Keating, Ed.D., *ex officio*



Accreditation

Rowan College of South Jersey is accredited by the Middle States Commission on Higher Education. The Commission may be contacted at 3624 Market Street, Philadelphia, PA 19104 or by calling 267-284-5000. Accreditation is a formal expression of confidence in an institution's performance. Institutional accreditation reflects clearly defined goals and objectives.

All associate degrees and certificate programs are approved by the New Jersey President's Council and the College's Board of Trustees. Specialized accreditation or licensure in Allied Health and technical programs include:

- The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs, 254000 U.S. Highway 19 North, Suite 158, Clearwater, FL 33756, phone: 727-210-2350, email: mail@caahep.org, in collaboration with Joint Review Committee on Education in Diagnostic Medical Sonography, 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, phone: 443-973-3251, email: mail@jrcdms.org.
- The Nuclear Medicine Technology program is accredited by Joint Review Committee on Educational Programs in Nuclear Medicine Technology, 2000 W. Danforth Road, Suite 130 #203, Edmond, OK 73003, phone: 405-285-0546 and the State of New Jersey Department of Environmental Protection, Radiation Protection and Release Prevention Bureau of X-Ray Compliance, Ramona Chambus, Acting Chief, 25 Arctic Parkway, P.O. Box 420 (Mail Code 25-01).
- The Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone: 404-975-5000, acenursing.org and the New Jersey Board of Nursing, 124 Halsey Street, P.O. Box 45010, Newark, NJ 07101, phone: 973-504-6430, <https://www.njconsumeraffairs.gov/nur>. Questions may be addressed to the Board of Nursing and the ACEN at their respective address.
- The Paralegal (Gloucester campus) degree and certificate programs are approved by the American Bar Association (ABA) – ABA Standing Committee on Paralegals, 321 N. Clark Street, Chicago, IL 60654-7598, americanbar.org/groups/paralegals.

- The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314, phone: 703-706-3245, email: accreditation@apta.org, website: <http://www.capteonline.org>.
- The Practical Nursing (Cumberland campus) certificate program is accredited by the New Jersey Division of Consumer Affairs, New Jersey Board of Nursing, 124 Halsey Street, P.O. Box 45010, Newark, NJ 07101, phone: 973-504-6430, <https://www.njconsumeraffairs.gov/nur>
- The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606, phone: 312-704-5300, jcert.org and the State of New Jersey Department of Environmental Protection Bureau of X-ray Compliance, P.O. Box 420, Trenton, NJ 08625, phone: 609-984-5890, state.nj.us/dep/rpp

College History

Rowan College of South Jersey (RCSJ) was established on July 1, 2019 when Rowan College at Gloucester County (formerly Gloucester County College) and Cumberland County College merged to become one regional, dual-campus college – the first of its kind in the State of New Jersey. The institution is fully accredited by the Middle States Commission on Higher Education.

Together these two campuses offer more than 120 unique degree and certificate programs—nine of which are fully online— combining 100 years of experience to provide a variety of degree selections, cost-saving initiatives and scholarship and internship options, at one of the lowest tuition rates in the state. Academically designed to transform higher education in New Jersey, RCSJ benefits students, residents and employers by offering more choices and enhanced learning experiences.

RCSJ students have access to the “Rowan Work & Learn” program, which features internship opportunities and stackable credentials that prepare graduates to enter high-demand career fields. An innovative “3+1” partnership with Rowan University makes earning a bachelor's degree more affordable by allowing

Affirmative Action Statement:

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones, Special Assistant to the President, Diversity and Equity/Title IX/Compliance at 856-415-2154 or ajones@rcsj.edu. For disability issues, contact Dennis M. Cook, Director, Department of Special Services, ADA/504 Officer at 856-415-2265 or dcook@rcsj.edu.

students in select majors to complete their first three years at the community college cost and their final year at the university rate. The program follows Rowan University course curriculum with 300-level classes taught by RCSJ advanced-degree faculty.

The College provides students with a wider range of academic and work choices and is projected to stimulate future economic growth for both counties with the creation of South Jersey's first EDs, MEDs and Commerce Corridor along Route 55, which will offer exclusive education, medical and workforce training programs.

The College Mascots

Gloucester Campus:

The inaugural freshmen class chose the roadrunner as the College's official mascot in 1968. While not native to the northeastern United States, students selected the speedy desert land bird for its reputation as a pacesetter and independent, courageous spirit. In 2014, a new version of the roadrunner debuted as part of the transition from Gloucester County College to Rowan College of South Jersey. Following the merger of Rowan College at Gloucester County and Cumberland County College in 2019, Rowan College of South Jersey's Gloucester campus retained its roadrunner mascot.



Cumberland Campus:

The Cumberland Dukes were named after Britain's Prince William, the Duke of Cumberland, who was known for his physical courage, ability and leadership. The Dukes mascot replaced the original Trojan warrior when the College's intercollegiate athletics program was restored in 1998. An initial survey resulted in three finalists for the proposed mascot name: the Dukes, the Herons and the Schooners; the Dukes won the majority of votes following a student poll.



Logo

The College Logo

Rowan College of South Jersey prides itself on being a modern institution of higher education, while not losing sight of such traditional values as knowledge and achievement. The College appreciates the twenty-first century spirit of individualism in mass society.

Rowan College's school colors are blue and gold, and the logo features common elements such as gold coloring and the torch of knowledge. In the spirit of contemporary design, "Rowan College" appears in a classic serif font and "South Jersey" a modern sans serif script.



Circular Icon



Stacked Initial Icon



Student Policies and Procedures

Rowan College of South Jersey (RCSJ) is a comprehensive, dual-campus, two-year regional college. This handbook presents the most current policies and procedures, as of this publication's October 2019 date of print. At times, it becomes necessary to update the College's policies and procedures throughout the academic year; for the most current version of all policies and procedures, please visit [RCSJ.edu/Policies](https://www.rcsj.edu/policies). It should be noted that Rowan College of South Jersey's policies are uniform; however, some procedures differ depending on campus location. Therefore, users of this document should make certain to rely on appropriate information based upon their specific campus location.

Student Rights and Responsibilities

Rowan College of South Jersey students are both citizens of the community at large and members of an academic community with the same rights and obligations of freedom of speech, peaceful assembly and right of petition as any other citizens. As members of the academic community, students should be encouraged to develop high ethical and moral standards, to develop the capacity for critical judgment and to engage in sustained and independent search for truth. Free inquiry and free expression are indispensable to the attainment of the goals of an academic institution and include the transmission of knowledge, the pursuit of truth, the development of the individual student and improvement of society.

Definition of Student

A "student" is defined as a person currently registered, enrolled in or auditing courses at the College, whether on or off campus, regardless of their physical location or enrollment status online or on a part-time or full-time status and who, based on this definition, has been assigned a unique College student identification number. Individuals who are not enrolled for a current term, but are registered for a future term and/or individuals serving a period of suspension are also considered students.

Student Rights

- Students have the right to speak freely and be heard, and to assemble and protest peaceably.
- Students are free to take reasoned exceptions to the data or views offered in any course of study for which they are enrolled.
- Students are free to organize and join associations to promote common interests and to examine and discuss all questions of interest to them while remaining in compliance with all local, state and federal laws as well as applicable College policies.
- Students have the right to be evaluated solely on an academic basis, not on opinions in matters unrelated to academic standards.
- Students have the right against improper disclosure of their grades and records which faculty acquire in the course of their work as instructors, advisors and counselors. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Responsibilities

Concurrent with the above freedoms and rights is responsibility. The enjoyment and exercise of these freedoms means respect for the rights of all students and staff at the College. Infringement of the rights of others or interference with peaceful and lawful use and enjoyment of College premises, facilities and programs cannot be permitted.

- Students have a responsibility to adhere to all College policies and administrative procedures which have been developed to protect student and staff rights, to maintain a campus conducive to learning and to protect the health and safety of all members of the College community.
- Students have a responsibility as well as a right to petition the campus authorities for relief from an unfair practice and to appeal results of academic, disciplinary or administrative actions that are deemed unfair.
- Students have a responsibility to exercise their freedom of speech and advocacy on campus in a manner that requires orderly conduct, noninterference with College functions or activities and identification of sponsoring group(s) or individual(s). At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
- Students have a responsibility to act with civility and with care for their fellow students and for all College employees regardless of rank or position.

The responsibility for management and control of the College rests solely with the Board of Trustees.

The President will have administrative procedures developed to assist students with their rights and responsibilities in all manner of petitions and appeals.

(Reference Board policy 8009)

Student Code of Conduct

Board policy 8007

The College, as a community dedicated to learning and the advancement of knowledge, expects and requires the behavior of students to be compatible with its high standards of scholarship and conduct. Admission to the College carries with it an obligation to uphold these standards.

College students who officially participate in dual activities at another educational institution are responsible for being aware of and are held accountable for, adhering to the conduct policies and procedures at **both** institutions.

Discipline for violation of College policies and administrative procedure on all campus locations and/or at any College-sponsored or supervised functions may be imposed whether or not such violations are violations of civil or criminal law. In addition, disciplinary action may be imposed for off-campus student conduct that is contrary to the mission and educational goals of the College, thereby protecting the best interests, safety and well-being of the College community.

The final responsibility for administration of student discipline rests with the President who will have administrative procedures developed to implement a fair, prompt and appropriate disciplinary process (see administrative procedure, *8007 Student Code of Conduct*).

A student whose conduct may pose a significant risk to the safety of himself/herself or to the campus community due to mental, emotional, medical, or psychological health conditions or other serious concerns may be subject to an Interim Safety Suspension. The Interim Safety Suspension is a preliminary action taken to protect the safety of any student and the campus community and is not a penalty. Refer to administrative procedure, *8007.1 Interim Safety Suspension*.

Students who violate the law may incur penalties prescribed by civil authorities, but College authority is never used merely to duplicate the function of general laws. The special authority of the College will be asserted only where the interest of the College as an academic community is distinctly and clearly involved. Institutional action should be independent of community pressure.

Violations of Student Conduct

The following is a non-exhaustive list of conduct that does not meet the College's expectations for student conduct. Such misconduct is a violation of the Student Code of Conduct and may result in disciplinary sanctions.

1. Engaging in or violating College rules, regulations and policies, whether on or off campus.
2. Engaging in academic dishonesty including, cheating, fabrication, facilitating academic dishonesty and plagiarism.

3. Furnishing false information to any College official or College personnel including forging, altering, or misusing College documents, records, identification cards, or other misuse or abuse of the College's computerized systems (see also administrative procedure and policy, 2019 Acceptable Use of Technological Resources).
4. Engaging in disruptive activity which substantially disrupts or poses a tenable threat of disrupting teaching, administration, disciplinary procedures, or other College-authorized activities, or which substantially interferes with the rights of others, on College-owned or controlled or at College-sponsored or supervised functions.
5. Refusing or failing to comply with a request, directive, or order from a College official acting in the performance of their official duties and responsibilities.
6. Theft or obtaining property under false pretenses, knowingly possessing or receiving stolen property, destroying, damaging, or threatening to destroy or damage property of the College, a member of the College community, or any person on the campus.
7. Failure to return College property which was loaned or borrowed.
8. Physical violence (not limited to: assault, fighting, etc.) causing physical harm.
9. Engaging in threats of physical violence, psychological threats, harassment, intimidation, bullying, stalking, coercion and/or other conduct which threatens or endangers the health or safety of any person. Harassment, intimidation, or bullying include any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, or any other class protected under the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et. seq. (see also policy, 7013 Student Sexual Misconduct and the Rights of Victims) that takes place on College property or at any function sponsored by the College that substantially disrupts or interferes with the orderly operation of the College or the rights of other students and that:
 - a reasonable person should know, under the circumstances, that will 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 in such a way as to cause disruption in, or interference with, the orderly operation of the College;

- creates a hostile educational environment for the student at the College; or
 - infringes on the rights of the student at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
10. Committing any act in violation of the College's policy, 7013 Student Sexual Misconduct and the Rights of Victims.
 11. Behaving in a manner that constitutes an invasion or violation of an individual's rights to privacy. Examples of prohibited behaviors that might be found to violate this provision include, but not limited to, harassing or terroristic threats, stalking, unauthorized surveillance, imposing physical or mental restraints on another person, or engaging in obscene verbal or written communications, or verbally confronting a person using obscenities or fighting words likely to incite immediate physical altercation.
 12. Possessing, consuming and/or distributing, or attempting to distribute alcoholic beverages in contravention of federal, state or local laws, or College regulations, or knowingly being present at the time of the prohibited conduct.
 13. Possessing, using, manufacturing, distributing, or attempting to distribute narcotics, dangerous drugs, controlled dangerous substances, or drug paraphernalia that are prohibited by federal, state or local laws, or College policies, or knowingly being present at the time of the prohibited conduct.
 14. Possessing or using a firearm, explosive, or any other dangerous weapon in contravention of federal, state or local laws, or College policies and procedures.
 15. Using and/or possessing fireworks, pyrotechnics, explosive or flammable liquids without proper authorization.
 16. Causing noise or a disturbance. Exhibiting disorderly, lewd, indecent, or obscene conduct or exhibitionism in violation of federal or state statutes on College-owned or controlled property or at College-sponsored or supervised functions.
 17. Using the College's name, logo, finances, materials and supplies, or facilities for commercial, personal, or political purposes without College authorization.
 18. Entering into and/or use of College facilities/equipment, including but not limited to, the library, athletic facilities and equipment, classrooms, meeting spaces, or technology equipment without authorization
 19. Abusing the student discipline system, including but not limited to, noncompliance with a disciplinary sanction, falsification of information and disruption of a hearing.
 20. Using information and communication technologies including, e-mail, voicemail, telephones, cell phones, text or electronic messaging, web-cameras, or websites to engage in harassment, intimidation, bullying (as defined in #8 above), stalking (as defined in administrative procedure, 7013 Student Sexual Misconduct and the Rights of Victims), or in any behavior which violates the law, College policies, or the Student Code of Conduct.
 21. Violating the terms of any disciplinary sanction, intervention, No Contact Orders, or Mandates imposed, or other behavior related contracts.
 22. Excessive campus parking/traffic violations.
 23. Possession and/or custody of any animal on campus without prior approval from campus officials, unless the animal is a service animal.
 24. Feeding of wildlife on any campus-owned property.
 25. Initiating behavior that violates the law, College policies, or the Student Code of Conduct and placing evidence of that behavior on a public website or other public medium.
 26. Smoking on campus in any prohibited area. Smoking is only allowed in designated areas. This includes electronic smoking and the use of any tobacco product.
 27. Engaging in conduct to cause false public alarm by activating a 9-1-1 emergency button, calling 9-1-1 by phone or other means, activating a fire alarm pull station, circulating a report or warning of fire, explosion, crime, catastrophe, emergency, or any other incident that is knowingly false and baseless.
 28. Conduct that creates a false public alarm, causing evacuation and or causing response from local fire department.
 29. Tampering with, misuse or damage to any fire safety equipment not limited to smoke detectors, fire extinguishers, alarm panels and pull stations.
 30. Failing to evacuate a facility or building upon audible fire safety warning device, verbal command by staff members or fire department personnel.
 31. Possession of, or use of, any prohibited items in the residential areas or college controlled areas.
 32. Guest behavior: Students may be held responsible for acts and/or omissions of their guests on the college campus or at college-sponsored events where such acts and/or omissions constitute a violation of the Student Code of Conduct.

References:

Rowan College of South Jersey Administrative Procedure, *8007 Student Code of Conduct and 8007.1 Interim Safety Suspension*
 Rowan College of South Jersey Board of Trustees Policy Manual, *7013 Sexual Misconduct and the Rights of Victims*

Process for Student Conduct Issues and Discipline

Administrative Procedure: 8007

The College is dedicated to the advancement of knowledge while ensuring an environment that is orderly and to act decisively to eliminate disruption of the educational process.

It should be noted that all College students who officially participate in dual activities at another college or university are responsible for being aware of and are held accountable for, adhering to the conduct policies and procedures at both institutions.

These administrative procedures have been designed to protect the student, to be fair to all parties, to prevent the imposition of inappropriate penalties and to offer the right to appeal.

In all situations, the student will be informed of the charges, allowed to be represented, provided with a written copy of the complaint and be given an opportunity to appeal. The proceedings will include a prompt, fair and impartial process from initial investigation to the final result.

Administration of Policy

The administration of student conduct policies and procedures is overseen by two directors. The Gloucester Campus is overseen by the Director of Student & Veteran Affairs. The Cumberland Campus is overseen by the Director of Judicial Affairs. Hereafter, referred to as "Director."

While the final responsibility for administration of student discipline rests with the President, he/she may, through a designee, immediately impose an interim suspension upon a student when there is evidence that the presence of the student on campus may pose a threat to others or to the continuance of normal College function when, due to the immediacy of the issue, time does not allow for the formal discipline process. (See administrative procedure, *8007.1 Interim Safety Suspension*.)

Student Discipline Guidelines

In all cases, any disciplinary action should be appropriate to the nature and severity of the violation. Single or multiple sanctions may be imposed when students are found responsible for violating the Student Code of Conduct. Many factors are considered when deciding sanctions. These factors may include past disciplinary record, the nature of the violation and the severity of damage or harm resulting from the violation.

Students who are suspended or expelled as a result of a violation of the Student Code of Conduct are not eligible for a refund of tuition or fees for the semester in which the suspension or expulsion occurs. Students who are suspended or expelled after the Withdrawal Deadline has passed are not eligible to receive Withdrawals.

Process for Student Conduct Issues and Discipline

Filing a Complaint

Complaints should be filed in a timely manner. Students and staff may file complaints directly to the appropriate Director. Complaints should include as much detail as possible and make a specific reference to the part of the Student Code of Conduct the Complainant feels has been violated. If the complaint involves perceived criminal activity, it should immediately be reported to Campus Security who will then forward a report to the appropriate Director. If a complaint provides evidence that presence of an accused student on campus may pose a threat to others or to the continuance of normal College function, the College reserves the right to impose an interim suspension from campus pending a disciplinary hearing.

Notice

If it is determined that a complaint will be adjudicated by the disciplinary system, the accused student will be notified of the alleged violation via the campus webmail system. Notice may also be made in writing or by phone using the student's contact information on file. The disciplinary hearing notice will state which portion of the Student Code of Conduct was allegedly violated and describe the date and location on which the alleged violation occurred, if applicable. The hearing notice will instruct the student to call and schedule a disciplinary hearing or waive his/her right to a hearing by signing a Hearing Waiver. If the accused student fails to attend or reschedule the hearing, a decision may be made in the student's absence. Alternately, an administrative hold may be placed on the student's account for failure to respond to a disciplinary hearing notice.

Rights in Disciplinary Hearings

1. The student has the right to receive written notice of the charges.
2. The student has the right to review the case file prior to and/or during the hearing. All personally identifying information of other individuals mentioned in the case will be redacted. The student may review the file, but may not take photographs of the file or be provided with copies.
3. The burden of proof in determining responsibility rests upon the Complainant, who must establish that the accused student is "more likely than not" responsible for the violation based on the information presented.
4. Disciplinary hearings will be closed. Only those directly involved in the case can attend.
5. The student has the right to confidentiality pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974.
6. The student has the right to be assigned an impartial hearing officer.

7. The student has the right to have a personal advisor present at the disciplinary hearing as a support person. The advisor may be an attorney. While the advisor can be present, he or she can have no role in the hearing. Advisors are not permitted to speak on behalf of the student, appear in the place of the student, or ask questions during the hearing. A student wishing to have an advisor present must inform the appropriate Director at least 24 hours in advance of the disciplinary hearing. If the advisor is an attorney, the College will determine if legal counsel for the College should also be present at the hearing. If the student's selected advisor is unable to attend, the hearing will not be cancelled.
8. The student has the right to bring witnesses with information directly related to the incident to the hearing. Witnesses may not be present for the entire disciplinary hearing. They will be called to participate when appropriate. A hearing will not be postponed if a witness is unable to attend. Written statements from witnesses may be considered. A student wishing to have a witness present must inform the appropriate Director at least 24 hours in advance of the disciplinary hearing by providing the name of the witness or witnesses and a summary of the information he or she is expected to provide.
9. The accused student will receive written notification of the decision reached via campus webmail after a decision is reached. The student may be notified via postal mail as well. The notification of results will include a list of sanctions imposed, if any.
10. When there are victims involved in an incident, victims may submit written statements detailing the effects of the violation. These statements will remain confidential and will be used in determining appropriate sanctions, if the accused student is found responsible. In "crimes of violence" or "sex offenses," victims have the right to be notified of the outcome of the disciplinary hearing and information. Victims in these cases also have the right to appeal. In cases of sexual misconduct, victims have the right to full participation in the disciplinary hearing process. (See policy and administrative procedure, *7013 Sexual Misconduct and the Rights of Victims*.)
11. The College will, upon written request, disclose to the alleged victim of a crime of violence (as the term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such a crime or offense. If the victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for purposes of this policy.

Hearings for Sexual Misconduct

The College, at its sole discretion, may utilize an experienced lawyer (who is not a member of the campus community) to serve as hearing officer in cases of sexual misconduct. The evidentiary standard (preponderance of the evidence; i.e., more likely than not a violation occurred) will be used to determine the finding (responsible or not responsible).

While the hearing officer will determine the finding after the case is concluded, the College reserves the right to impose any and all sanctions. (See policy and administrative procedure, *7013 Sexual Misconduct and the Rights of Victims*.)

Description of Sanctions

Types of sanctions which may be imposed include the following:

Official Warning: An official warning is a written statement indicating that a student has violated the Student Code of Conduct and warning that subsequent violations may result in more severe disciplinary sanctions.

Probation: A student on probation is not in good social standing with the College. If a student is found responsible for a subsequent similar violation while on probation, suspension, or expulsion may occur.

Monetary Fine: The requirement that a student must pay a monetary fine that will be added to the student account.

Restitution: The requirement that a student be held accountable for public or private property that he/she damaged or destroyed by either replacing or paying for the property lost. A restitution fee can be added to the student account.

Decision-Making Reflection: A decision-making reflection is a written assignment designed to provide an opportunity for the student to reflect on the violation of the Student Code of Conduct. Decision making assignments are submitted to the sanctioning Director.

Educational Task: Completion of an educational assignment such as a workshop or online training course designed to give the student the opportunity to reflect on the violation.

No Contact Directive: A no contact directive states that the student may not have any interaction with a specific individual for the remainder of the student's academic career at the College.

Educational Counseling: Students sanctioned to educational counseling are required to visit the Center for Counseling and Wellness Services to learn about available resources and strategies for success.

Suspension of Privileges: While on suspension of privileges, a student may be restricted from participation in athletics, student organizations and/or campus employment. A student may also be suspended from the privilege of utilizing campus parking, computer labs, or other facilities, if deemed appropriate. Notification of the suspension will be sent to the appropriate coach, advisor, or supervisor, if applicable.

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Suspension: Suspension is dismissal from the institution for a specified period of time. A suspended student may not attend classes or complete academic work for a specified period of time. A currently suspended student may not be present on campus or at College-sponsored events for any reason. The terms of the suspension may stipulate that the student fulfill certain conditions before returning to the College. The student is not eligible for a refund of tuition or fees.

Expulsion: Expulsion is permanent dismissal from the institution. A student who is expelled may never again register for courses or attend classes at the College. Additionally, the student may not be present on campus or at College-sponsored events for any reason. Expulsion will be noted on the student's academic transcript. The student is not eligible for a refund of tuition or fees.

The Director reserves the right to notify parents/guardians of students less than 21 years of age when a student is found responsible for an alcohol and/or drug violation.

Important considerations regarding sanctions:

- **Failure to complete sanctions will result in an administrative hold on the student's account until the student completes the sanction.**
- **The monetary fine structure is approved by the Board of Trustees and can be found on the Tuition and Fees section on the College's website.**

Hearing and Appeals Processes

Step 1 A Complaint is Filed:

- A report of misconduct is received by the Director.
- The Director notifies involved parties of the complaint in writing. A disciplinary hearing is offered to the accused student. The student may choose to waive his/her right to a hearing and have a decision made in his/her absence.
- The Director determines whether it is more likely than not that a violation occurred. A decision is communicated to the student in writing and, if warranted, sanctions may be imposed.

Step 2 The Appeal:

Once the appeal is received by the assigned Director it will be forwarded to the Vice President of Student Services.

- If the student disagrees with the findings, the student contacts the Office of Student (or Judicial) Affairs within five (5) business days of the receipt of the Director's decision to begin the appeal process. In this contact, the student is responsible for completing the written appeal and the basis of the appeal must specifically stated and explained as one or more of the following:

- a. The decision was not supported by a preponderance of the evidence presented (i.e., more likely than not the evidence used during the hearing was not sufficient enough to reach the decision made).
- b. New relevant evidence is available that could or was not produced at the time of the hearing and such new evidence is both: (1) sufficient to alter the hearing's decision and (2) was not known to the student appealing at the time of the hearing.
- c. The administrative procedures in 8007 Student Code of Conduct were not followed; however, such deviations from procedures will not be a basis for sustaining an appeal unless the deviations(s) resulted in significant prejudice to the student.
- d. The sanction is grossly disproportionate to the offense.
- e. The Vice President reviews the appeal information and notifies the student of the results of the appeal within fifteen (15) business days of receipt of the appeal.

Step 3 Final Appeal:

- The student may appeal to the President within five (5) business days of receipt of the Vice President's decision. The written appeal and case information is submitted to the Office of Student Affairs (Gloucester Campus) or Judicial Affairs (Cumberland Campus) and forwarded to the President for review.

The President's decision is final.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *2019 Acceptable Use of Network and System Services, 7013 Sexual Misconduct and the Rights of Victims and 8007 Student Code of Conduct*

Rowan College of South Jersey Administrative Procedure, *2019 Acceptable Use of Network and System Services, 7013 Sexual Misconduct and the Rights of Victims and 8007.1 Interim Safety Suspension*

(Reference Administrative procedure 8007)

Interim Safety Suspension

The purpose of this administrative procedure is to establish procedures for an Interim Safety Suspension for a student who poses a significant risk to the safety of any student or the campus community due to mental, emotional, medical or psychological health conditions or other serious concerns.

Imposing the Interim Safety Suspension

If it is determined that a significant risk to any student or campus safety exists, the Director Student and Veteran Affairs ("Director") or designee may remove a student from any or all College premises, after consultation with the Student Assistance Team (an interdisciplinary team of campus administrators).

1. The student will receive notice of the interim action and be advised of the information relied upon by the College.
2. In some cases, when continuing significant risk to the safety of students and the campus is indefinite, a student's status will remain suspended and the student will be notified. If the student is required to withdraw from some or all classes as a result of a continued significant safety risk or for other reasons associated with this procedure, an administratively assigned grade of "W" (withdrawal) will be reflected on the transcript for those particular courses. The student will also be advised concerning the date when a petition for reinstatement will be considered along with any conditions for reinstatement.
3. During the Interim Safety Suspension process, a representative of the College may contact the student's parent or legal guardian, if deemed appropriate and in accordance with FERPA.

Appealing the Interim Safety Suspension

1. A student who is suspended from the College due to protective health or safety reasons may appeal the decision to the Vice President of Student Services ("Vice President").
2. The appeal must be in writing stating the reasons for the appeal and must be received within five (5) business days of the date the student received notification of the suspension from the Director.
3. Prior to the review, the student will be provided with the following:
 - The opportunity to review any reports or other evidence relied upon by the Director (or designee) in issuing the interim suspension;
 - A written statement providing an explanation of the reasons for involuntary safety suspension and information relied upon; and
 - Following the review, the Vice President (or designee) will determine whether to:
 - Uphold the interim suspension; or
 - Reinstatement the student with appropriate accommodations and/or subject to specified conditions as dictated by the individualized needs of the student.
4. A written decision providing reasons and any conditions will be issued to the student within five (5) business days of the conclusion of the review unless extended by the Vice President.
5. The decision of the Vice President is the final decision of the College.

Reinstatement from an Interim Safety Suspension

1. A student seeking reinstatement from an interim safety suspension will be asked to provide information demonstrating that a significant risk of any student, or the campus community no longer exists.
2. Acceptable evidence includes a report from a licensed psychiatrist, psychologist or physician (pertaining to the situation) that states the student is able to safely return to the educational environment and can engage in the following activities without creating a significant risk to any student or campus community:
 - attend class;
 - perform assigned tasks; and
 - if assigned to a residence area, live under only general supervision and in the company of one or more students.
3. If a student's return is conditioned upon accommodations, the report from the healthcare provider must outline the accommodations requested.

(Reference Administrative procedure 8007.1)

Student Records — The Family Educational Rights and Privacy Act of 1974 (as amended)

The Family Education Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student educational records. It applies to all schools receiving funds under an applicable program of the U.S. Department of Education.

FERPA requires that the College provide enrolled students with information regarding their rights under this law. Compliance with the requirements of FERPA regarding access to and release of records is restricted to the professional staff members of the College who have legitimate need to know their contents. The Division of Student Services will establish procedures for both staff members and students to review records. The College and its staff will remain in full compliance with all FERPA regulations and amendments.

(Reference Board policy 8109)

Confidentiality of Student Records

The FERPA affords students certain rights with respect to their education records. There are four main rights in FERPA for the protection of the privacy of student records. Each of these rights is addressed below.

1. Right to Inspect

- With proper identification, a student has the right to inspect and review his/her education records within 45 days of the College receiving a request for access.

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- Just about any information in any storage medium provided by a student or created by the College for use in the educational process is considered a student record including:
 - Personal information
 - Enrollment records
 - Grades
 - Class schedules
 - Disciplinary records
 - Transcripts
- When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents or guardian to the student.
- A student should submit to the Director of Student Records a written request that identifies the record(s) the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected.
- Forms authorizing the release of Student Records are specific to the following offices: Business Office, Financial Aid Office and Student Records Office. These forms can be found on the College's website.
- To comply with a New Jersey judicial order or lawfully issued subpoena specifying the records requested
- Appropriate officials at the time of health and safety emergencies
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of finding
- To the general public, the final results of a disciplinary proceeding, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's policies with respect to the allegation made against him/her
- To parents of a student regarding a student's violation of any federal, state or local law, or of any policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21
- The College may also disclose, without consent, "directory" information. This information may be disclosed by the institution for any purpose, at its discretion: student's name, enrollment status, program or major emphasis, dates of attendance and degree information (including date earned and honors). It is the responsibility of the student who wishes to withhold permission to disclose this information to complete a "Request for Non-Disclosure of Directory Information" form by the first week in October for each academic year the student attends. Forms are available from the Office of Student Records. Such notification will become effective as of the date received by the Office of Student Records and will remain in effect for the remainder of the academic year.

2. Right to Amend

- A student who wishes to ask the College to amend a record should write to the Director of Student Records clearly identifying the part of the record the student wants changed and why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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.
- After a hearing, if the College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

3. Right to Consent

Generally, the College must have written permission from the student in order to release any information from a student's education record. However, FERPA allows institutions to disclose these records, without consent, to the following parties or under the following conditions:

- College officials with legitimate educational interest
- Other institutions to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the College
- Accrediting organizations

4. Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and the address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue SW
 Washington, DC 20202-5901

The College will notify students annually of their rights under FERPA. This notification will be done via the College catalog, student handbook, the website and College email.

(Reference Administrative procedure 8109)

Student Directory Information

Rowan College hereby designates the following student information as public directory information. This information may be disclosed by the institution for any purpose at its discretion: student's name, enrollment status, program or major emphasis, dates of attendance and degree information (including date earned and honors).

Students may withhold permission to disclose this information under the FERPA of 1974, *as amended*, by completing a Request for Non-Disclosure of Directory Information form, available from the Office of Student Records. Such notification shall become effective as of the date received in the Office of Student Records and will remain in effect for the remainder of the academic year.

Student Appeals

Process for Academic (Grade) Appeals

Students may appeal the final grade they received in a course by following the steps in the Academic Appeal Process. Prior to the initiation of the process, the student must have informally attempted to resolve the concern with the faculty member involved. Each step in the process shall focus on resolving the issue. During this process, the student may decide to change the outcome being sought only once. If this occurs, a new appeal must be filed.

Step 1: Students with grade concerns must register those concerns with the Office of Advisement within 30 days from the end of the semester during which the course was taken. A counseling advisor will give the student a Student Academic Appeal form, direct the student in the completion of Step 1 and provide assistance in making appointments to see the appropriate faculty member(s) for resolution of the concerns.

Step 2: The student will take the form to the faculty member(s) involved (the appellee) and seek a resolution. The appellee will complete Step 2 on the form and return it to the student.

Step 3: If the concerns are not resolved to the satisfaction of the student, the student will take the form to the appropriate dean. The dean will recommend a resolution on the appeal form, sign it and notify the appellee of that recommendation. The dean may arrange a peer review meeting with representative members (not including the appellee) of his/her division to help make that recommendation. The dean will return the form to the counseling advisor for the advisor's and the student's signatures.

Step 4: If the concerns remain unresolved, the counseling advisor will, after reviewing the appeal packet and all relevant concerns with the student, notify the appellee that the appeal and all related documentation will be forwarded to the Academic Standing Committee. Following receipt of the documentation by the chair of the Academic Standing Committee, the committee will conduct an informal

fact-finding hearing at which the student and the appellee will be expected to testify. Parties to the appeal may bring a personal advisor to the hearing who is not an attorney. Following the hearing, the Committee will consider the evidence presented and by majority vote make a formal recommendation to the Vice President of Academic Services.

Step 5: The Vice President of Academic Services will decide to accept or reject that recommendation and communicate that decision to the student in writing. The Vice President of Academic Services' decision will be final and binding.

(Reference Board policy 8005 and Administrative procedure 8005.1)

Student Clubs and Organizations

Board policy and Administrative procedure 8301

Membership in student clubs and organizations is limited to current students of the College and the club or organization may be registered for recognition by filing the appropriate compliance forms in the Office of Student Life.

All groups operating within the College, including academic and non-academic employees, Student Government Association, and student clubs, organizations, and programs sponsored by the College are governed by a policy of non-discrimination. Any student club or organization recognized by the College is required to have a membership policy accepting students without regard to race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical cellular or blood trait genetic information. See policy *7011 Harassment and Discrimination*. Clubs and organizations using College facilities for meetings or events will allow participation on a non-discriminatory basis.

The bylaws developed by individual student clubs and organizations will be consistent with College policy and administrative procedures including, but not limited to, those addressing the use of College facilities and the use of alcoholic beverages. Faculty or staff advisors are to be present at all College-sponsored student club or organization sponsored travel and trips.

Student Government Association

The Student Government Association is directed by student executive officers, sophomore senators, and freshmen senators. The Student Government Association is responsible for encouraging and fostering student involvement in student government, participation in College activities, and informed, responsible citizenship in the College community. It serves as a forum on which the numerous and diverse needs of the student body may be expressed. The Student Government Association serves as a link between the student body and the administration.

General Provisions

All groups operating within the College are governed by a policy of non-discrimination. See policy *7011 Harassment and Discrimination*.

Student clubs and organizations are required to comply with College policies and administrative procedures. Violation of these policies and administrative procedures will result in the revocation of College recognition for the club or organization.

Student club or organization advisors must be College faculty or staff employees.

A student club or organization may be registered for recognition by filing the appropriate compliance form, which shall include: 1) the name of the organization; 2) its constitution(s) and/or its purpose; and 3) its officer(s) and faculty or staff advisor with the Office of Student Life.

Officers of recognized student clubs and organizations must maintain a 2.000 or higher grade point average and be currently enrolled in credit-bearing courses. The *Student Government Association Officer Guidelines* are located in the Student Government Association Binder available in the Student Life Office.

Funding

Recognized clubs and organizations may apply for additional funds above the standard allocation received at the start of each semester by filing the appropriate form with the Office of Student Life. The budget will be set up at the beginning of each fall and spring term and will be subject to audits through the Financial Services Office to insure financial solvency and responsibility.

By-Laws

The bylaws developed by individual student clubs and organizations will be consistent with College policy and administrative procedures including, but not limited to, those addressing the use of College facilities and the use of alcoholic beverages.

Use of the College Name

A club or organization will not use the College name, or abbreviation thereof, as a part of its own name, except in accordance with College policy and official recognition. A student club or organization will not imply or indicate that it is acting on behalf of the College or with its approval or sponsorship unless specifically authorized to do so by the Vice President of Student Services.

Transportation

For College-sponsored events involving transportation of students and College personnel (such as club trips, class trips, athletic events, and other similar events) every effort will be made to provide bus or van conveyance. In those cases in which provision or such conveyances is not applicable and students provide their own transportation to and/or from the events, the College is not responsible for such transportation, nor for liability resulting from accidents or other types of harm connected with such transportation.

All policies and administrative procedures related to student conduct are in effect from the time of departure until the time of return (see policy *8007 Student Code of Conduct*).

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7011 Harassment and Discrimination*, *8301 Student Clubs and Organizations* and *8007 Student Code of Conduct*

Student Right-To-Know Act (1990)

As required by the federal Student Right to Know Act of 1990, the following information is provided on completion/graduation rates at Rowan College of South Jersey:

On July 1, 2019, Rowan College at Gloucester County and Cumberland County College merged to form Rowan College of South Jersey — a dual-campus, regional institution dedicated to providing affordable and accessible higher education opportunities.

Prior to the merger, of the 1,770 first-time, full-time certificate or degree-seeking students entering Rowan College at Gloucester County in the fall of 2015, 51.2 percent had graduated or transferred on to another higher education institution within three years for degree-seeking students or graduated/transferred within 18 months for certificate-seeking students. This total percentage (51.2 percent) encompasses a graduation rate of 28.2 percent and a transfer-out rate of 22.5 percent.

Of the 728 first-time, full-time certificate or degree-seeking students entering Cumberland County College in the fall of 2015, 48.1 percent had graduated or transferred on to another higher education institution within three years for degree-seeking students or graduated/transferred within 18 months for certificate-seeking students. This total percentage (48.1 percent) encompasses a graduation rate of 34.5 percent and a transfer-out rate of 13.6 percent.

Many factors should be taken into consideration when reviewing graduation or transfer rates at community colleges. Given that community colleges have at the core of their mission open access to higher education, a certain percentage of our students require foundational coursework to strengthen basic skills; this supplemental learning may delay graduation or transfer.

Information Available to Enrolled and Prospective Students:

The Higher Education Opportunity Act (Public Law 110-315)

1. Financial Assistance Information

For Gloucester Campus, contact Financial Aid at 856-415-2210
For Cumberland Campus, contact Financial Aid at 856-200-4526

Description of available financial assistance programs	Loan terms
Eligibility requirements	Financial assistance package
Satisfactory progress standards	Application forms and procedures

2. Institutional Information

Type of Institutional Information	Contact Point
Cost of attendance	Business Office (856-415-2226/856-200-4676)
Academic program, faculty, facilities	VP, Academic Services (856-415-2106)
Accreditation and Licensure	VP, Academic Services (856-415-2106)
Special facilities and services for students with disabilities	Special Services (856-415-2265/856-200-4688)
Withdrawal from institution	Advisement (856-415-2197/856-200-4664)
Refund policy	Business Office (856-415-2226/856-200-4676)
Return of Title IV assistance	Financial Aid (856-415-2210/856-200-4526)

3. Institutional Security Policies and Crime Statistics

In accordance with the Student Right-To-Know, Campus Security and Campus Assault Victims Acts, the College makes available information on campus safety and security, including crime statistics. To receive a copy of this information, contact the Office of the Vice President and Chief Operating Officer at 856-415-2292.

4. Equity in Athletics

In accordance with the Equity in Athletics Disclosure Act, information about athletic program participation rates and financial support is reported annually by Rowan College and is available through the following U.S. Department of Education website: ope.ed.gov/athletics.

For more disclosure information please visit:

RCSJ.edu/StudentRightToKnow (choose your campus)

5. Office of Diversity and Equity

The Office of Diversity and Equity is committed to the prevention of any form of harassment and discrimination. It is focused on creating an inclusive environment through training efforts for all new employees and new students as part of the orientation process. Contact information: Almarie Jones, Special Assistant to the President, Diversity and Equity/Title IX/Compliance, 856-415-2154, College Center first floor, ajones@rcsj.edu.

Campus Sexual Assault Victim's Bill of Rights

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

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

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

Bill of Rights

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

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

Human Dignity Rights

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

Rights to Resources On and Off Campus

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

Campus Judicial Rights

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

Legal Rights

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

Campus Intervention Rights

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

Statutory Mandates

Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

Each campus shall make every reasonable effort to ensure that students at the institution receives a copy of this document.

Nothing in this act or in any Campus Assault Victim's Bill of Rights developed in accordance with the provisions of the act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Reporting Allegations of Sexual Assault

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the offices listed in the charts on pages 28 and 29.

Sexual Misconduct and the Rights of Victims

Policy: 7013
Area: Human Resources
Approved: 07/01/19

All acts of sexual violence including dating violence, domestic violence, sexual assault, and/or stalking ("sexual violence") are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972. These acts of sexual violence have been defined by the federal Clery Act and New Jersey State (2C) Statute and detailed in administrative procedure, *7013 Sexual Misconduct and the Rights of Victims*.

The College will not tolerate sexual misconduct in any of its forms.

Under the direction of the President, the Special Assistant to the President, Diversity & Equity/Title IX Compliance ("Title IX Officer") shall implement and ensure compliance with this policy.

The College strives to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the College to provide safety, confidentiality, and support to victims of sexual misconduct. No person should bear the effects of sexual misconduct alone.

Definitions of Prohibited Conduct

The following behaviors constitute sexual misconduct and are prohibited under this policy. All forms of sexual misconduct are serious offenses and will result in College disciplinary consequences.

1. Non-Consensual Sexual Intercourse or Penetration (Rape) means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without consent. Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue or finger; (b) anal penetration by a penis, object, tongue or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

2. Non-Consensual Sexual Contact (Fondling) means any intentional sexual touching, however slight, with any body part or any object, without consent. Examples of non-consensual sexual contact may include, but not limited to, genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks or genital area, including over clothing; removing the clothing of another person; and kissing.
3. Sexual Exploitation means the behavior that takes or facilitates the taking of, non-consensual sexual advantage of any person to benefit any other person when the behavior does not otherwise constitute a sexual misconduct violation. Examples of sexual exploitation include, but not limited to:
 - trafficking another person;
 - taking a non-consensual video, photograph or audio recording of sexual activity without the other's permission; taking a photograph or video of someone's private parts (including genitals, groin, buttocks or breasts) without permission; the transmission or dissemination (including, but not limited to, distribution via social media) of such video, photograph or audio recording without permission;
 - allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live-streaming of images);
 - frottage which means the act of obtaining sexual stimulation by rubbing against a person or object;
 - voyeurism or spying on persons where they have a reasonable expectation of privacy;
 - knowingly transmitting a sexually transmitted infection to another person without the other's knowledge; and
 - revenge porn which means the sharing of private, sexual materials, either photos or videos, of another person without their consent and with the purpose of either causing embarrassment or distress.
4. Intimate Partner Violence includes dating and domestic violence.
 - a. Domestic violence means a felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the student or employee;
 - By a person with whom the student or employee shares a child in common;
 - By a person who is cohabitating with or has cohabitated with, the student or employee as a spouse or intimate partner;
 - By any other person against an adult or youth student and employee who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - b. 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 student or employee. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but not limited to, sexual or physical abuse or the threat of such abuse.
5. 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.
 - Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the reporting student or employee.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
6. Other Sexual Misconduct means inappropriate sexual behaviors not covered previously in this section, for example, sexual activity in public places.
7. Sexual/Gender-Based Harassment is unwelcome sexual or gender-based verbal or physical conduct that unreasonably interferes with or deprives others of their right to access and benefit from the programs and services of the College. Sexual harassment offenses fall into two general categories:
 - a. Hostile Environment which means harassing conduct that is sufficiently severe, pervasive/persistent and objectively offensive that it substantially interferes with the conditions of education or employment, from both a subjective (the student's or employee's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" will be based on the circumstances. These circumstances could include, but not limited to:
 - the frequency of the conduct;
 - the nature and severity of the conduct;
 - whether the conduct was physically threatening;
 - whether the conduct was humiliating;
 - whether the conduct was directed at a specific individual or more than one person;
 - whether the conduct arose in the context of other discriminatory conduct;

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- whether the conduct unreasonably interfered with the alleged Complainant's educational or work performance;
 - whether the statement is an utterance of an epithet which offends an employee or student or offends by discourtesy or rudeness; or
 - whether the speech or conduct is excluded from the protections of free speech or academic freedom.
- b. Quid Pro Quo ("this for that") means a violation of this type exists when there are:
- Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - Submission to unwelcome advances, etc., results in preferential treatment, e.g., promotion, higher grade than earned. Rejection of sexual advances, etc. results in adverse educational access or employment action; e.g., failing grade or employment termination.
8. Retaliation means harassment or adverse action taken against a person because of that person's participation in a complaint or investigation of sexual misconduct. This will be treated as a separate violation of this policy and will result in immediate action by the College to stop the retaliatory behavior, prevent further violations by the perpetrator and remedy any adverse impact of the violation.
9. False Reports means intentionally making a report of prohibited conduct to a College official knowing, at the time the report was made, that the prohibited conduct did not occur and the report was false.
10. Attempted Violations means a person commits an attempted violation when, with intent to commit a specific violation, he/she does any act which constitutes a substantial step toward the commission of that violation. The College will treat attempts to commit any of the violations described in policy or procedure as if those attempts had been completed.

Additional Definitions

1. Consent
 - a. Consent to sexual activity is informed, knowing, voluntary and freely given permission to engage in mutually agreed upon sexual activity. The College will apply a reasonable person standard in determining whether or not consent was given, unless otherwise required by law.
 - i. The person giving consent must be capable of doing so freely, with the ability to understand what they are doing and the specific details (who, what, when, where and how) of the sexual contact to which they are consenting.
2. Consent to bodily harm constitutes a violation of this policy because it causes or threatens bodily harm. Consent to such conduct or to the infliction of such harm is a defense if: (1) the bodily harm, consented to or threatened by the conduct is not serious or (2) the conduct and the harm are reasonably foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law.
3. Incapacitation
 - a. Incapacitation is the physical and/or mental inability to make informed, rational judgements and decisions. States of incapacitation include, sleep, unconsciousness and blackouts. Where alcohol or drugs are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences and ability to make informed judgements.
 - b. In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the College considers two questions: (1) Did the person initiating sexual activity know that their partner was incapacitated? And if not, (2) Should a sober, reasonable person in the same situation have known that their partner was incapacitated?

- c. If the answer to either of these questions is “yes,” effective consent was absent.
- d. For purposes of this policy, incapacitation is a state beyond drunkenness or intoxication. A person is not incapacitated merely because they have been drinking or using drugs. The standard for incapacitation does not rely on technical or medical definitions, but instead focuses on whether a person has the physical and/or mental ability to make informed, rational judgements and decisions.
- e. A person who initiates sexual activity must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting or incontinence. A person who is incapacitated may not be able to understand some or all of the following questions, “Do you know where you are? Do you know how you got here? Do you know what is happening? Do you know whom you are with?”
- f. Because the impact of alcohol and other drugs varies from person to person, one should be cautious before engaging in sexual contact or intercourse when either party has been drinking alcohol or using other drugs. The introduction of alcohol or other drugs may create ambiguity for either party as to whether effective consent has been sought or given. If one has doubt about either party’s level of intoxication, the safe thing to do is to forego all sexual activity.

Reporting Sexual Misconduct

Employees and/or students should report sexual violence occurring either on or off campus to the Title IX Officer or a Campus Security Authority, a Clery term for those individuals that include any official with significant responsibility for student and campus activities such as, but not limited to, a dean, department chair, faculty member, staff advisor or coach. The College recommends that the victim report incidents in a timely manner. Additionally, the College recommends that a victim of sexual violence report the crime to the law enforcement agency for the applicable municipality. The College can facilitate notification on behalf of the victim. However, filing a report will not necessarily obligate a victim to prosecute the crime and victims will have the option to decline to notify and seek assistance from law enforcement and campus authorities, if they so choose. The College will take measures to safeguard the confidentiality of those reporting incidents of sexual violence.

NOTE: Employees of the College, including part-time and volunteers (“Responsible Employees” under Title IX) have a duty to report to the Title IX Officer any and all incidents of harassment, discrimination and sexual misconduct.

Student and employee victims of sexual misconduct have the right to be free from any pressure from campus personnel to: report crimes if unwilling to do so; report crimes as lesser offenses than the victim perceives the crime to be; refrain from reporting crimes; and refrain from reporting crimes to avoid unwanted personal publicity. Victims of sexual misconduct also have the right to choose voluntary, confident reporting. *NJ Statute, Title 18A:61E-2- “Campus Sexual Assault Victim’s Bill of Rights.”* Refer to administrative procedure 7013 *Sexual Misconduct and the Rights of Victims* for confidential reporting resources on campus and off campus.

Proceedings

Disciplinary proceedings for cases involving sexual violence will be conducted in accordance with administrative procedure, 7013 *Sexual Misconduct and the Rights of Victims*. A finding under this policy will be based on the preponderance of the evidence standard, in other words, a finding will be made if the evidence as a whole shows that it is more likely than not that a violation of the sexual misconduct policy occurred.

The College, at its sole discretion, may utilize an experienced lawyer (who is not a member of the campus community) to serve as hearing officer in cases of sexual misconduct.

While the hearing officer will determine the finding after the case is concluded, the College reserves the right to impose any and all sanctions.

The Respondent (the accused party) and Complainant (the victim) are entitled to the same opportunities to be accompanied by an advisor, counsel or other representative at his/her own expense.

The Respondent and Complainant will be notified simultaneously in writing of the outcome of the proceeding as well as any applicable appeal procedures, any change to the result before the decision becomes final and when the result becomes final.

Sanctions Against the Violator

The College will not tolerate acts of sexual violence by any member of the College community including, but not limited to employees, students and visitors. Any individual charged with sexual violence is subject to prosecution under applicable New Jersey criminal statutes.

Following an investigation, College employees found in violation of this policy are subject to prosecution and disciplinary action under applicable policies, procedures and/or collective bargaining provisions. Sanctions that the College may impose on an employee following a final determination of responsibility include, but not limited to, counseling, written warning, suspension and final warning and/or termination of employment.

Students found in violation of this policy are subject to prosecution and are also subject to disciplinary action under the College’s policy, *8007 Student Code of Conduct*. Sanctions that the College may impose on a student following a final determination of responsibility include, but not limited to, warning the student, loss of privileges, restitution, disciplinary probation, suspension or expulsion. (For a list of sanctions see administrative procedure, *8007 Student Code of Conduct*.)

Confidentiality

The outcome of any proceeding is to remain confidential and will only be shared with the Respondent, Complainant and those directly involved in the investigation. Any violation of confidentiality will be subject to disciplinary action under applicable policies, procedures and/or collective bargaining provisions.

Retaliation

No individual will be subject to retaliation, intimidation or discipline as a result of making a good faith complaint of sexual misconduct or harassment or providing information in connection with another's complaint (policy, *7011 Harassment and Discrimination* and policy, *7017 Conscientious Employee Protection*).

Additional Information

Employees and/or students who report or are subjected to such incidents will be afforded reasonable accommodations to avoid hostile environments. Accommodations include, but are not limited to, a change in academic and/or working situations, e.g.: reduced hours, changed assignment, leave of absence, etc.

Employees and/or students who report such incidents will be provided written information regarding counseling, health, victim advocacy, legal assistance, mental health and other services available both on campus and in the community. This information will include a victim's right to obtain and enforce a restraining order as well as information regarding the preservation of evidence. For a written explanation of the student or employee's rights and options, please refer to administrative procedure, *7013 Sexual Misconduct and the Rights of Victims*.

Pursuant to Clery Act Amendments Violence Against Women Act (VAWA), Title IX of the Education Amendments of 1972, Civil Rights Act of 1991, Family Education Rights and Privacy Act (FERPA) and Age Discrimination in Employment Act of 1967, the President will have administrative procedures developed to implement this policy including required training for students and employees, resources and assistance available for victims, rules of confidentiality, reasonable academic accommodations and reporting protocols.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7011 Harassment and Discrimination*, *7017 Conscientious Employee Protection (Whistleblower)* and *8007 Student Code of Conduct*

Rowan College of South Jersey Administrative Procedure, *7013 Sexual Misconduct and the Rights of Victims* and *8007 Student Code of Conduct*

Sexual Misconduct and the Rights of Victims

Administrative procedure 7013

I. Purpose

Students and employees of Rowan College of South Jersey ("College") have the right to access and benefit from the educational and other programs and services of the College free from any form of sexual violence, harassment, or exploitation. The College prohibits sexual misconduct or harassment of any kind. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

II. Accountability

Under the direction of the President, the Special Assistant to the President, Diversity & Equity/Title IX Compliance, located in the College Center, telephone number (856) 415-2154, and on Cumberland campus, to the Special Assistant designee located in the Administrative Offices of the Administration Building, or designee will implement and ensure compliance with these procedures.

III. Applicability

This policy applies to all students and employees. Regardless of where the prohibited conduct occurs, this policy applies if the Respondent (the accused party) is a student or employee of the College. This policy also applies to all prohibited conduct that occurs on College property (i.e., on campus) by visitors.

IV. Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in the College's programs and activities. It reads: "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." As a recipient of federal financial assistance, the College has jurisdiction over complaints alleging sex discrimination, including sexual harassment and sexual violence.

V. Standard of Evidence

A finding under this policy will be based on the preponderance of the evidence standard, in other words, a finding will be made if the evidence as a whole shows that it is more likely than not that a violation of the sexual misconduct policy occurred.

VI. Policy Statements

1. When the College is made aware of a report or allegation of sexual misconduct or harassment, the College will endeavor to maintain the confidentiality of the matter and of all individuals involved to the extent permitted by law. The College will balance the needs of the individuals involved (victim "Complainant" and accused "Respondent") with its obligation to fully investigate allegations and to protect the safety and well-being of the community at large. In all cases, the College and its employees will respect the dignity and rights of all individuals involved. When consulting campus resources, victims should be aware that certain campus authorities are mandated to report and take action after receiving information regarding sexual misconduct and harassment. These include, but not limited to, Safety and Security Officers, managers and supervisors, coaches, club and organization advisors, faculty, and deans. Anyone wishing to speak confidentially to an employee of the College should ask them about their ability to maintain confidentiality. Different people on campus have different reporting responsibilities, and different abilities to maintain confidentiality, depending on their roles at the College.
2. This policy applies equally to all students and employees regardless of their sex, gender identity, gender expression, or affectional or sexual orientation. This policy covers all female, male, gender non-conforming, and transgender students and employees. A violation of this policy may also be a violation of the New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) which makes it unlawful to subject people to differential treatment based on many categories, including: sex, affectional or sexual orientation, and gender identity.
3. When an alleged violation of this policy is brought to the attention of the College, the College will promptly take effective steps to end the misconduct, prevent further violations, and remedy the effects of the violation on the Complainant and others, if appropriate.
4. The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' and employees' rights and the personal safety of members of the community. While the College's investigation is pending, the College will offer interim measures to protect the parties and others. Interim measures may include, but not limited to, safety plan development, no contact directives, interim suspension from campus/employment, academic accommodations, changing transportation and working situations, assistance with the College disciplinary process, referrals to on-campus resources, or reporting to police. The College will maintain as confidential any protective measures provided to the Complainant, to the extent that maintaining such confidentiality would not

impair the ability of the College to provide the protective measures; e.g.; safety escort services. These measures can be offered regardless of whether or not the Complainant chooses to report the crime to the Office of Safety & Security or local law enforcement.

5. Prohibited conduct under this policy may also constitute a violation of federal, state, or local law and a student or employee may be charged in the criminal justice system as well as under this policy. Alternatively, charges can occur for violations of this policy which may not be violations of the law. The criminal justice system is different from this Title IX process. The College reserves the right to reach its own determination on violations of this policy independently of the outcome of any civil or criminal proceeding. The College reserves the right to hear a sexual misconduct case before, after, or during the pendency of the civil or criminal matter. If a case is going through the criminal justice system, and a report has also been made to the College, the Title IX process at the College may proceed normally during the pendency of the criminal proceedings. Since the Title IX process is an educational disciplinary process, the legal rules related to evidence, criminal procedure, civil procedure, and administrative procedure do not apply to this process.
6. The College, at its sole discretion, may utilize an experienced lawyer (who is not a member of the campus community) to serve as hearing officer in cases of sexual misconduct. While the hearing officer will determine the finding after the case is concluded, the College reserves the right to impose any and all sanctions.

VII. Definitions of Prohibited Conduct

The following behaviors constitute sexual misconduct and are prohibited under this policy. All forms of sexual misconduct are serious offenses and will result in College disciplinary consequences.

1. Non-Consensual Sexual Intercourse or Penetration (Rape) means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without consent. Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue or finger; (b) anal penetration by a penis, object, tongue or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.
2. Non-Consensual Sexual Contact (Fondling) means any intentional sexual touching, however slight, with any body part or any object, without consent. Examples of non-consensual sexual contact may include, but not limited to, genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks or genital area, including over clothing; removing the clothing of another person; and kissing.

3. Sexual Exploitation means the behavior that takes or facilitates the taking of, non-consensual sexual advantage of any person to benefit any other person when the behavior does not otherwise constitute a sexual misconduct violation. Examples of sexual exploitation include, but not limited to:
 - trafficking another person;
 - taking a non-consensual video, photograph or audio recording of sexual activity without the other's permission; taking a photograph or video of someone's private parts (including genitals, groin, buttocks or breasts) without permission; the transmission or dissemination (including, but not limited to, distribution via social media) of such video, photograph or audio recording without permission;
 - allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live-streaming of images);
 - frottage which means the act of obtaining sexual stimulation by rubbing against a person or object;
 - voyeurism or spying on persons where they have a reasonable expectation of privacy;
 - knowingly transmitting a sexually transmitted infection to another person without the other's knowledge; and
 - revenge porn which means the sharing of private, sexual materials, either photos or videos, of another person without their consent and with the purpose of either causing embarrassment or distress.
4. Intimate Partner Violence includes dating and domestic violence.
 - a. Domestic violence means a felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the student or employee;
 - By a person with whom the student or employee shares a child in common;
 - By a person who is cohabitating with or has cohabitated with, the student or employee as a spouse or intimate partner;
 - By any other person against an adult or youth student and employee who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - b. 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 student or employee. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but not limited to, sexual or physical abuse or the threat of such abuse.
5. 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.
 - Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the reporting student or employee.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
6. Other Sexual Misconduct means inappropriate sexual behaviors not covered previously in this section, for example, sexual activity in public places.
7. Sexual/Gender-Based Harassment is unwelcome sexual or gender-based verbal or physical conduct that unreasonably interferes with or deprives others of their right to access and benefit from the programs and services of the College. Sexual harassment offenses fall into two general categories;
 - a. Hostile Environment which means harassing conduct that is sufficiently severe, pervasive/persistent and objectively offensive that it substantially interferes with the conditions of education or employment, from both a subjective (the student's or employee's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" will be based on the circumstances. These circumstances could include, but not limited to:
 - the frequency of the conduct;
 - the nature and severity of the conduct;
 - whether the conduct was physically threatening;
 - whether the conduct was humiliating;
 - whether the conduct was directed at a specific individual or more than one person;
 - whether the conduct arose in the context of other discriminatory conduct;
 - whether the conduct unreasonably interfered with the alleged Complainant's educational or work performance;
 - whether the statement is an utterance of an epithet which offends an employee or student or offends by discourtesy or rudeness; or
 - whether the speech or conduct is excluded from the protections of free speech or academic freedom.

- b. Quid Pro Quo (“this for that”) means a violation of this type exists when there are:
- Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - Submission to unwelcome advances, etc., results in preferential treatment, e.g., promotion, higher grade than earned. Rejection of sexual advances, etc. results in adverse educational access or employment action; e.g., failing grade or employment termination.
8. Retaliation means harassment or adverse action taken against a person because of that person’s participation in a complaint or investigation of sexual misconduct. This will be treated as a separate violation of this policy and will result in immediate action by the College to stop the retaliatory behavior, prevent further violations by the perpetrator and remedy any adverse impact of the violation.
9. False Reports means intentionally making a report of prohibited conduct to a College official knowing, at the time the report was made, that the prohibited conduct did not occur and the report was false.
10. Attempted Violations means a person commits an attempted violation when, with intent to commit a specific violation, he/she does any act which constitutes a substantial step toward the commission of that violation. The College will treat attempts to commit any of the violations described in policy or procedure as if those attempts had been completed.
- v. Use of violence, threats, coercion or intimidation invalidates any consent given.
- vi. Consent for one form of sexual contact does not imply consent to other forms. For example, consent to vaginal sex does not imply consent to oral sex; consent of vaginal sex does not imply consent to anal sex.
- vii. Past consent does not constitute consent for future sexual activity.
- viii. Persons who are unable to give valid consent under New Jersey law (i.e., minors, individuals with mental health disabilities) are considered unable to give consent under this policy. See N.J.S.A. 2C: 4-2.
- ix. Consent cannot be given by a person who is unconscious or sleeping. If consent has been given while a person is conscious or awake and then that person becomes unconscious or falls asleep, consent terminates at that point.
- x. Persons who are incapacitated due to the use of drugs or alcohol cannot give consent.
2. Consent to bodily harm constitutes a violation of this policy because it causes or threatens bodily harm. Consent to such conduct or to the infliction of such harm is a defense if: (1) the bodily harm, consented to or threatened by the conduct is not serious or (2) the conduct and the harm are reasonably foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law.
3. Incapacitation

- a. Incapacitation is the physical and/or mental inability to make informed, rational judgements and decisions. States of incapacitation include, sleep, unconsciousness and blackouts. Where alcohol or drugs are involved, incapacitation is determined by how the substance impacts a person’s decision-making capacity, awareness of consequences and ability to make informed judgements.
- b. In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the College considers two questions: (1) Did the person initiating sexual activity know that their partner was incapacitated? And if not, (2) Should a sober, reasonable person in the same situation have known that their partner was incapacitated?
- c. If the answer to either of these questions is “yes,” effective consent was absent.
- d. For purposes of this policy, incapacitation is a state beyond drunkenness or intoxication. A person is not incapacitated merely because they have been drinking or using drugs. The standard for incapacitation does not rely on technical or medical definitions, but instead focuses on whether a person has the physical and/or mental ability to make informed, rational judgements and decisions.

VIII. Additional Definitions

1. Consent
- a. Consent to sexual activity is informed, knowing, voluntary and freely given permission to engage in mutually agreed upon sexual activity. The College will apply a reasonable person standard in determining whether or not consent was given, unless otherwise required by law.
- i. The person giving consent must be capable of doing so freely, with the ability to understand what they are doing and the specific details (who, what, when, where and how) of the sexual contact to which they are consenting.
- ii. Consent may be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. **Consent can be withdrawn at any time.**
- iii. It is the obligation of the person initiating sexual contact to obtain clear consent for the specific type of sexual contact sought.
- iv. Lack of protest does not constitute consent. Silence or passivity without words or actions that communicate mutually understandable permission cannot be assumed to convey consent.

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- e. A person who initiates sexual activity must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting or incontinence. A person who is incapacitated may not be able to understand some or all of the following questions, “Do you know where you are? Do you know how you got here? Do you know what is happening? Do you know whom you are with?”
- f. Because the impact of alcohol and other drugs varies from person to person, one should be cautious before engaging in sexual contact or intercourse when either party has been drinking alcohol or using other drugs. The introduction of alcohol or other drugs may create ambiguity for either party as to whether effective consent has been sought or given. If one has doubt about either party’s level of intoxication, the safe thing to do is to forego all sexual activity.

IX. Reporting Options

Students and employees who experience sexual misconduct and those who have knowledge of sexual misconduct or harassment are encouraged to report this information as soon as possible. Prompt reporting of incidents greatly improves the ability of the College and law enforcement to provide support resources and to address the violations effectively. Although there is no time limit for reporting sexual harassment or misconduct offenses, delays in reporting may reduce the ability of the College and law enforcement to investigate and respond to incidents. After an incident of sexual assault and domestic violence, the individual should consider seeking medical attention as soon as possible. In New Jersey, evidence may be collected, stored and not tested until you authorize testing, even if you choose not to make a report to law enforcement.

IMPORTANT NOTE: Employees of the College, including part-time and volunteers are considered “Responsible Employees” and have a duty to report to the Title IX Officer any and all incidents of:

- Harassment and Discrimination – Policy 7003
 - Harassment, including sexual harassment
 - Discrimination based on any protected class
- Sexual Misconduct and the Rights of Victims – Policy 7007
 - Dating violence
 - Domestic Violence
 - Sexual Assault/Sexual Violence
 - Stalking
 - Sexual misconduct that is not classified as a crime

The United States Department of Education (DOE) Office of Civil Rights (OCR) determines a school to have notice of the federal violation when a Responsible Employee knows or reasonably should know of violations or potential violations of the above policies.

- A. Report to the Title IX Officer any and all complaints of sexual misconduct, harassment, or discrimination regardless of whether a student or employee or third party files a formal complaint:
 - On the Gloucester County Campus, Almarie Jones, Special Assistant to the President, Diversity and Equity/ Title IX Compliance, 1400 Tanyard Road, Sewell, NJ 08080; 856-415-2154, ajones@rcgc.edu
 - On the Cumberland County Campus, contact the designee in the Administrative Offices located in the Administration Building.

Responsibilities are monitoring and oversight of overall implementation of Title IX compliance at the College. The Title IX Officer, should be contacted for all complaints against faculty, staff, and visitors including those complaints filed by students.

- A student or employee may choose to report to the College before they have made a decision about whether or not to report to law enforcement. An individual has the right to file a criminal complaint and a Title IX complaint simultaneously.
- Once a report has been received, the College will provide the following written notification to students and employees about current counseling, health, mental health, student advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services that are available at the College and in the surrounding communities:

B. Confidential Resources

When speaking with these resources, an individual’s right to confidentiality is legally protected. However, there are limits to this protection in specific situations. For example, if a student discloses that the incident involved the use of a weapon or other contraband as defined by New Jersey law, or there is an ongoing threat of danger to the safety of another person, these resources may be required to report the incident to police.

LGBTQ students who would like to speak with a confidential resource should know the College is committed to supporting students of all gender identities, gender expressions, and sexual orientation.

PLEASE NOTE: The Center for Counseling and Wellness Services and People In Transition provide counseling services and, therefore, are not required to report to the Title IX Officer any “Clery” statistical information which was reported to them, unless there is a serious or continuing threat to the campus community that would require an alert (i.e., timely warning). However, those responsibilities can usually be met without disclosing personally identifying information.

a. Cumberland Campus

- Heather Bense, Director, 856-691-8600, ext. 1495, hbense@cc.rcsj.edu
- John Wojtowicz, Mental Health Counselor, 856-691-8600, ext. 1496, jwojtowicz@cc.rcsj.edu
- The Student Counseling and Wellness Center offers mental health counseling to assist students with a variety of life’s stressors. These confidential and professional services are free to all students. The Student Counseling and Wellness Center is located on the first floor of the Academic Building, and is open during regular business hours, Monday–Friday, 8:30 a.m.–4:30 p.m. Students can stop by, call, or email to make an appointment. Students can also call the Wellness Warm Line at 856-691-8600, ext. 1258.
- Services Empowering Rights of Victims (SERV), provides a 24/7 toll-free hotline at 1-800-225-0196 crisis intervention, counseling, advocacy and support at hospitals, police stations, and courts for survivors of sexual and domestic violence. SERV provides safe housing for female victims of domestic violence and their children. SERV provides a website: centerffs.org

b. Gloucester Campus

- Dr. Lois Lawson-Briddell, Center for Counseling and Wellness Services (CWS), 856-415-2243, College Center building, Room 206. Professional counselors will provide confidential counseling and assistance. They are available during regular business hours, Monday–Friday, 9 a.m.–4 p.m., or a complainant can call for an appointment.
- Crystal Noboa, Director, Center for People in Transition, 856-415-2264, located in the College Center (just off the mezzanine), Monday–Friday, 8:30 a.m.–4:30 p.m. Confidential assistance is provided to displaced homemakers whose major source of income and financial support is lost through spousal separation, divorce, death, or disability and who are emotionally and/or vocationally unprepared to enter the job market. The Center works directly with SERV for victims of domestic and sexual abuse and can provide expedient referrals, if deemed necessary.

- Services Empowering Rights of Victims (SERV), provides a 24/7 toll-free hotline at 1-866-295-SERV (7378), crisis intervention, counseling, advocacy and support at hospitals, police stations, and courts for survivors of sexual and domestic violence. SERV provides safe housing for female victims of domestic violence and their children. SERV provides a website: centerffs.org

C. Reporting to Law Enforcement

Where criminal behavior is involved, the College encourages, and will assist students and employees with reporting to law enforcement. However, individuals have the right to decline notifying law enforcement. For criminal offenses that occur at the College while in session, students and employees should immediately contact the Office of Safety & Security, 856-681-6287, Monday–Friday, 7 a.m.–11 p.m. and Saturday, 7 a.m.–5 p.m. For any emergency after these hours, contact the local police or 911. The Office of Safety and Security can assist students in contacting and filing a complaint with any other agency when the incident did not occur on campus.

1. Cumberland Campus

- Cumberland County Sheriff’s Office 856-451-0033
- Vineland Police Department 856-691-4111
- Millville Police Department 856-825-7010
- Cumberland County Emergency Services 9-1-1

2. Gloucester Campus

- Gloucester County Sheriff’s Satellite Office located on campus in the Security building, telephone 856-681-2200.
- Deptford Police Department, 1011 Cooper Street, Woodbury, NJ 08096; telephone: 856-845-5300; website: deptford-nj.org
- Gloucester County Sheriff’s Department, 2 South Broad Street, Woodbury, NJ 08096; telephone: 856-384-4600; website: gloucestercountynj.gov/depts/s/sheriff

D. Other Reporting Options:

Students and employees may file a complaint with the:
Office of Civil Rights
New York Office, U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
phone: 646-428-3800
fax: 646-428-3843
email: OCR.NewYork@ed.gov.

Reporting Allegations of Sexual Assault and Resource Referrals (Revised: 10/2019)

Cumberland Campus

There are multiple safe places for students to report allegations of sexual assault, both on and off campus.
Reports of sexual assault can be made to any of the following offices listed in the chart below.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Law Enforcement	Vineland Police Dept.	856-691-4111
	Millville Police Department	856-825-7010
	Cumberland Co. Sheriff's Office	856-451-4449
	Cumberland County Emergency Services	9-1-1
	Cumberland Campus Security 856-200-4706 (direct)	Andres Lopez, Director Safety and Security 856-691-8600, ext. 1777
Non-Confidential On-Campus Reporting Support Service	Almarie Jones Special Assistant to the President, Diversity and Equity/Title IX and Compliance	856-415-2154 Gloucester Campus College Center, room 116 ajones@rcsj.edu
	Nathaniel Alridge, Jr., JD Director, Diversity & Equity/Title IX and Judicial Affairs	856-691-8600, ext. 1414 Academic Building, second floor nalridge@cc.rcsj.edu
	Kellie W. Slade Executive Director Student Services, Student Life	856-691-8600, ext. 1289 Student Life building (near gym) kslade@cc.rcsj.edu
	All students are encouraged to report alleged crimes on campus. All employees must report crimes that pose an immediate threat to the campus to the Security Office, the local Police Department or the Sheriff's Office.	
Confidential On-Campus Counseling and Support Services	Student Counseling and Wellness Center Heather Bense, LCSW, ACS, Director	Academic Building, first floor 856-691-8600, ext. 1495 hbense@cc.rcsj.edu
	John Wojtowicz, LSW, VACW Mental Health Counselor	856-691-8600 ext. 1496 jwojtowicz@cc.rcsj.edu
Confidential Off-Campus Full-Service Support	Center for Family Services — Services Empowering Rights of Victims (SERV)	24/7 Hotlines Cumberland Co. – 1-800-225-0196 Camden & Glo. Co. – 1-866-295-7378 centerffs.org/serv
Sexual Assault Nurse Examiner on Site	Inspira Medical Center Vineland	1505 W. Sherman Ave., Vineland, NJ 856-641-8000

Reporting Allegations of Sexual Assault and Resource Referrals (Revised: 10/2019)

Gloucester Campus

There are multiple safe places for students to report allegations of sexual assault, both on and off campus.
Reports of sexual assault can be made to any of the following offices listed in the chart below.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Local Law Enforcement	Gloucester County Sheriff's Office	856-681-2200
	Deptford Township Police Dept.	856-845-2220
	Gloucester County Prosecutor's Office	856-384-5500
Non-Confidential Reporting 9-1-1 and Campus Security	9-1-1 Gloucester County Emergency Management Dispatch	9-1-1 or push RED Button on Campus Blue Light Emergency Phones
	Campus Security Blue Light Emergency Phones or ext. 4444 from any campus desk phone	856-681-6287
Non-Confidential On-Campus Reporting Support Service	Almarie J. Jones Special Assistant to the President, Diversity and Equity/Title IX and Compliance	856-415-2154 College Center, room 116 ajones@rcsj.edu
	John F. Ryder Director, Student & Veterans Affairs	856-468-5000, ext. 6456 College Center, room 202 jryder@rcsj.edu
Non-Confidential Reporting	All students are encouraged to report alleged crimes on campus. Crimes that pose a threat to the campus community must be reported to 9-1-1, Security, the Sheriff's Office or the Deptford Township Police Department. All employees, including Security staff, must report incidents of discrimination, harassment or sexual misconduct to the Title IX Officer.	
Confidential On-Campus Counseling and Support Services	Counseling & Wellness Services Center (CWS) Lois Y. Lawson-Bridgell, Ph.D., MSW, LSW, Director William Leonard, Ph.D., Intervention Teams Consultant	College Center, room 206 856-464-5236, llawsonb@rcsj.edu College Center, STEM Division office C-168 856-415-2119, wleonard@rcsj.edu
	Crystal Noboa, LSW, MSW Director, The Center for People in Transition (PIT)	856-415-2264 College Center, lower mezzanine cnoboa@rcsj.edu
	Diane Mussoline, EdS, LMFT, Director of Behavioral Services	856-494-5665 RUC, College Center, room 200A dmussoli@rcsj.edu
Confidential Off-Campus Full-Service Support	Center for Family Services Services Empowering Rights of Victims (SERV)	1-866-295-7378 Camden and Gloucester counties centerffs.org/serv
Hospitals with Sexual Assault Nurse Examiner on Site	Inspira Medical Center, Woodbury Jefferson Washington Township Hospital	509 N. Broad St., Woodbury, NJ 856-845-1000 435 Hurffville-Crosskeys Rd., Turnersville, NJ 856-582-2500

X. Preserving Evidence, Protection Orders and Reasonable Accommodations

A. Preserving Evidence

1. It is recommended that the victim preserve evidence as proof of criminal activity. After an incident of sexual assault and domestic violence, it is recommended to seek medical attention as soon as possible at the nearest medical facility including Jefferson Hospital, Washington Township, or Inspira Hospital, Woodbury. In New Jersey, evidence may be collected even if you choose not to make a report to law enforcement. Each county will have a policy and procedure allowing the evidence to be preserved for at least 90 days and up to five years, affording the Complainant the opportunity to determine if evidence will be turned over to the police. The Complainant will be informed of the county procedure for evidence storage and correct steps if they want to proceed with prosecution.
2. It is important that the victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/ area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved and may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.
3. In circumstances of sexual assault, if Complainants do not opt for forensic evidence collection, healthcare providers can still treat injuries and take steps to address concerns of pregnancy, and/or sexually transmitted disease. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible criminal prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If the Complainant chooses not to make a complaint regarding an incident, he or she, nevertheless, should consider speaking with law enforcement to preserve evidence in the event that the Complainant changes her/his mind at a later date.
4. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College hearing boards/ investigators or police. Complainants are encouraged to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
5. Although the College encourages all members of its community to report violations of this policy to law enforcement, it is the Complainant's choice whether or not to make such a report and Complainants have the right to decline to notify the police.
6. A Sexual Assault Nurse Examiner (S.A.N.E.) can be requested by a Complainant at the hospital or by calling SERV.

B. Protection Orders

1. Under the Domestic Violence Act, a restraining order may be obtained by a victim of domestic violence committed by a spouse, former spouse, a present or former household member, someone with whom they have had or are expecting a child, or someone with whom they have had a dating relationship. Only an adult or an emancipated minor may obtain a restraining order.
2. A Complainant who wants to obtain a restraining order should contact the family division of the Superior Court in their county on Monday through Friday from 8:30 a.m. to 3:30 p.m. On weekends, holidays, and weekdays after 3:30 p.m., when the Superior Court is closed, the Complainant may file a complaint at their local police department.
3. Additionally, New Jersey residents may call the Statewide Domestic Violence Hotline at 1-800-572-SAFE (1-800-572-7233) with questions about the restraining order process and other resources for domestic violence victims.
4. On campus, if a Complainant wants to obtain a protection order he/she may speak to a Security Supervisor. He or she will direct you to the Sheriff's Officer or the local police department.
5. A Complainant will be assisted by Campus Security Authorities in notifying law enforcement authorities, if the Complainant chooses. A Complainant may also decline to notify and/or seek assistance from campus authorities and law enforcement.

C. Reasonable Accommodation

Employees and/or students who report or are the victim of sexual misconduct will be afforded reasonable accommodations, if requested, to avoid hostile environments or working conditions, regardless of whether the Complainant chooses to report the crime to campus security or local law enforcement.

Students can contact the Office of Special Services and employees can contact Human Resources to navigate through the appropriate departments for assistance with:

- Counseling
- Mental health
- Victim Advocacy
- Legal Assistance
- Campus safety escort and protective measures
- Transportation
- Change of class schedule (students)
- Change of work location or assignment (employees)
- Leave as provided or allowed under law or policy
- Adjustment in hours worked

In addition to the administrative procedure, College catalog, student handbook, and Annual Security Report, a pamphlet is provided to each student and employee that addresses whom the student or employee should call and how to request changes, as well as visa and immigration assistance, student financial aid, and other appropriate College policies and administrative procedures.

XI. Confidentiality

When the College is made aware of a report or allegation of sexual misconduct or harassment, the College will endeavor to maintain the confidentiality of the matter and of all individuals involved to the extent permitted by law. The College will balance the needs of the individuals involved with its obligation to fully investigate allegations and to protect the safety and well-being of the community at large. In all cases, the College and its employees will respect the dignity and rights of all individuals involved.

Campus Security Authorities (CSAs)

When consulting campus resources, students and employees should be aware that certain campus authorities are mandated to report and take action after receiving information regarding sexual misconduct and harassment. These include, but not limited to, managers and supervisors, coaches, club and organization advisors, faculty and deans. If a student or employee has reported information to a campus security authority, but the student or employee would like the report to remain confidential, the individual should contact the Title IX Officer, who will evaluate the request for confidentiality. A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation, if the victim does not want to pursue this action. The Complainant's identity is not required to be revealed.

XII. Federal Crime Statistics Reporting

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information, as previously described, is kept confidential, but statistical information must be passed along to campus security regarding the type of incident and its general location (on- or off-campus, in the surrounding area, etc. — with addresses withheld) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Mandated federal reporters include, campus security, local police, coaches, athletic directors, student activities staff, human resources staff, advisors to student organizations, and any other staff members with significant responsibility for student and campus activities.

XIII. Federal Timely Warnings

Students and employees who report sexual misconduct and other crimes should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the community to aid in the prevention of similar occurrences. The College will withhold the names and other personally identifiable information of students or employees as confidential, while still providing enough information for community members to make decisions related to their safety in light of the danger. The individuals required to report for timely warning purposes are exactly the same as detailed at the end of the previous paragraph.

XIV. Training for Students and Employees

Training will be provided to all staff and students. The training will consist in part with the mandatory online trainings titled, "*Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act*" for faculty and staff and "*Student Empower*" for students.

A brochure titled, "*TITLE IX is not just a number . . . it's the Law!*" is provided to each new student and employee.

Title IX reporting resources information will be listed in all course syllabi.

In addition to this educational awareness experience, other related resources and training will be provided.

Compliance with the required training will be monitored by the Title IX Officer as well as tracked by an electronic learning management system.

XV. Resolution Procedures

1. Voluntary Resolution Procedures
 - a. Upon request by the parties, some complaints of sexual misconduct can be resolved through voluntary processes that are facilitated by the Title IX Officer. The Title IX Officer or other designated administrator will determine whether a voluntary solution is appropriate depending upon the complaint allegations. Voluntary procedures are never applied in cases involving violence or sexual assault.
 - b. If appropriate, the Title IX Officer or designee may arrange for/or facilitate mediation between the involved parties or coordinate other voluntary resolution. Voluntary resolution procedures will be initiated within ten (10) calendar days of the receipt of the Complainant's request for voluntary resolution. The voluntary resolution procedure will be completed within sixty (60) days. All timeframes set forth in the policy may be extended by the Title IX Officer or designee for good cause, with written notice to the Complainant and the Respondent of the delay and the reason for the delay.
 - c. Voluntary resolution procedures are optional and may be terminated at any time by the parties. A voluntary resolution agreement, which outlines the terms agreed upon by the parties, will be provided to both parties simultaneously by the Title IX Officer or appropriate administrator. If either party is unsatisfied with the outcome of the voluntary resolution procedures, the formal resolution procedures may be pursued. If either party alleges that the terms of the voluntary resolution agreement have been breached, the formal resolution procedures will be initiated.
2. Formal Resolution Procedures

The formal resolution procedure will be initiated upon request by either party or when the College determines it is necessary.

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- a. Written Notice: Once a formal resolution procedure has been initiated, all parties will receive written notice.
 - i. This notice will include the following: a brief summary of the allegations; the relevant policy provisions defining the elements of the charges (prohibited conduct) at issue, and information related to available resources and services.
 - ii. Once the Respondent has received written notice of the formal procedure, the Complainant and the Respondent will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint.
 - iii. Details of the allegations will be given to the Respondent during the first investigatory interview.
 - b. Investigation: Once a report of sexual misconduct has been made, an investigation into the report will be initiated by the Title IX Officer or designee. Once a formal resolution procedure has been initiated, the Title IX Officer or designee will initiate an impartial, reliable, and thorough investigation.
 - i. The investigation may be conducted by the Title IX Officer alone or by designees of the Title IX Officer. The investigation may also be conducted by an outside investigator retained by the College.
 - ii. The Title IX Officer or designee will determine the manner in which the investigation is conducted.
 - iii. The investigation may include any of the following: interviews of the parties involved, including witnesses; review of written statements; and the gathering of other relevant information.
 - iv. Both parties will have the opportunity to present witnesses and other evidence.
 - c. Investigation Report: The investigator will review all of the information gathered during the investigation and will prepare an initial investigation report which contains a summary of the information gathered during the investigation and preliminary findings of fact.
 - i. This initial report will be shared with the parties simultaneously. After the parties have been provided the initial report, the parties will have the opportunity to provide additional or rebuttal information within seven (7) calendar days to the investigators.
 - ii. The investigator will review additional or rebuttal information provided, if any, and will generate a final investigative report.
 - iii. The final investigation report will include a comprehensive description of the evidence gathered during the investigation, the investigators' findings of fact, and credibility assessments of any relevant witness or parties.
 - iv. While the investigator will make initial findings of facts and credibility determinations, the investigator will not adjudicate the matter and will not reach a determination as to whether a violation of this policy occurred.
 - v. The parties will be provided with the final investigation report simultaneously and will be advised that the parties may be subject to a hearing.
 - d. Advisors: The Complainant and Respondent have the right to an advisor of their choice during this process. An advisor may be a family member, an attorney, or any third party. Advisors are present to support the parties and to provide advice on procedural matters; advisors may not speak on behalf of the party.
 - i. The Title IX Officer or designee will exercise control over the investigatory process. Anyone who disrupts an investigatory interview or who fails to adhere to College policies may be asked to leave an investigatory interview.
 - ii. Regardless of whether a party has an advisor, the Title IX Officer or designee will correspond and communicate directly with the Complainant and Respondent.
3. The Adjudicatory Hearing
- a. For complaints brought against students, the hearing officer will be the Executive Director of the Office of Student Engagement ("Executive Director") on the Gloucester Campus and the Director, Judicial Affairs on the Cumberland Campus unless the College, at its sole discretion, utilizes outside counsel.
 - b. For complaints brought against employees, the hearing officer will be the Executive Director of Human Resources ("HR Director") unless the College, at its sole discretion, utilizes outside counsel.
 - c. Timeframe: The College will attempt to schedule a hearing within 20 business days after receipt of the final investigative report.
 - i. The Respondent and the Complainant will receive timely notice, in writing, of the date and time of the hearing.
 - d. Witnesses: The Respondent and the Complainant will have the opportunity to make a request to the hearing officer for witnesses to participate in the hearing on their behalf. The parties will have an opportunity to present witnesses and other evidence.
 - i. The Respondent and the Complainant must notify the hearing officer of any advisors and witnesses attending the hearing two (2) business days prior to the hearing.
 - ii. If the Respondent, the Complainant, or any witness fails to appear at the hearing, the matter will be resolved in their absence.
 - iii. Witnesses may be present at the hearing only at the time they are called to participate. A hearing will not be cancelled or postponed if a scheduled witness does not attend.
 - e. Advisor: Each party may have one advisor with them during the hearing. The advisor does not have speaking privileges during the hearing, but the parties may communicate with their advisors during the hearing, if they choose.

- i. A hearing will not be cancelled or postponed in the event an advisor does not attend.
 - ii. If the advisor is not able to attend, the Respondent or the Complainant should arrange for a substitute advisor.
- f. The hearing officer will exercise control over the manner in which the hearing is conducted to avoid unnecessarily lengthy hearings and to prevent the harassment or intimidation of witnesses.
- i. This includes, but not limited to, imposing reasonable limits on the number of factual witnesses that may participate.
 - ii. Questions by the parties should be directed to the hearing officer. The hearing officer has the authority to limit, restrict, or redirect the parties' questions to prevent harassment, intimidation, or irrelevance.
 - iii. Anyone who disrupts a hearing or who fails to adhere to hearing procedures may be excluded from the proceeding.
- g. Hearing officers will be assisted by a confidential administrative assistant.
- h. All hearings will be closed to the public.
- i. Alternative Testimony: For all participating parties, alternative testimony options will be provided. Options include, placing a privacy screen in the hearing room, providing testimony from another room via conference phone, or other options that provide a safe space for participation while not depriving any party of their rights in the process. While alternative testimony options are intended to help make participating parties more comfortable, they are not intended to work to the disadvantage of the other participating party.
- j. All hearings will be audio recorded. A digital file will be made available to the Complainant and/or Respondent student in the event a request for an appeal is filed.
- k. Evidence Presented at the Hearing
- i. Written statements of witnesses not in attendance may be considered by the hearing officer.
 - ii. Only the information and evidence related to the alleged violations set forth in the formal complaint will be considered.
 - iii. The Title IX Officer or designated investigator may be called as witness.
- l. Past Sexual History/Character: The past sexual history or sexual character of a student or employee will not be admissible by the other party in investigatory interviews or hearings unless such information is determined to be highly relevant by the Title IX Officer or hearing officer.
- m. Hearing Procedure: At the start of the hearing, the hearing officer will ask if the Respondent has received the original notice letter and understands the nature of the charges.
- n. The hearing officer will present the notice letter along with the information obtained through the investigation. The remainder of the hearing will customarily proceed in the following order:

1. Opening statement from the Complainant.
 2. Opening statement from the Respondent.
 3. Complainant and Respondent questioning of witnesses and parties (each witness will be questioned separately).
 4. Hearing officer questioning of witnesses (each witness will be questioned separately then excused).
 5. Hearing officer questioning of the Complainant and the Respondent.
 6. Respondent's responding statement.
 7. Complainant's responding statement.
 8. Final questions from the hearing officer.
 9. Respondent's closing statement.
 10. Complainant's closing statement.
- o. Deliberation: The hearing officer will review the information and make an appropriate independent determination based on the information presented during the hearing.
- i. The hearing officer will render a decision as expeditiously as possible.
 - ii. The hearing officer will determine whether or not the Respondent violated policy.
 - iii. If a determination of "In violation" is rendered, the hearing officer will determine an appropriate sanction(s) consistent with those specified in the College's administrative procedures 8007 Student Code of Conduct or 7009 Employee Conduct and Work Rules.
- p. Notification: The hearing officer will notify the Respondent and the Complainant simultaneously, in writing, of the decision. The hearing officer will notify the Respondent and the Complainant simultaneously, in writing, of any change to the results prior to final imposition and the date of final imposition.

XVI. Appeal Procedures

1. Upon receiving notification of the outcome of a hearing conducted by the hearing officer, the Respondent or the Complainant may file an appeal under the following circumstances.
 - a. A procedural or substantive error occurred in the process that significantly impacted the outcome of the hearing (e.g., material deviation from College policy; substantial bias; the findings and decision are contrary to the great weight of the evidence);
 - b. New and significant information has become available which could not have been discovered by a properly diligent person before or during the hearing; or
 - c. The sanction is inappropriate in light of the violation.

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2. Students:
 - a. A written appeal within five (5) business days is made to the Executive Director of the Office of Student Engagement (“Executive Director”) on the Gloucester Campus or the Director, Judicial Affairs on the Cumberland Campus who will prepare the case file for forwarding to the Vice President and Provost (“Provost”). Sanctions remain in place during the appeal.
 - b. The Provost reviews the appeal file and notifies the student of the results of the appeal within fifteen (15) business days of receipt of the appeal.
 - c. The final appeal to the President may be requested in writing within five (5) business days of receipt of the Provost’s decision.
 - 1)The written appeal and case information must be submitted to the Executive Director where it will be recorded and forwarded to the President for review.
 - 2)The President’s decision is final.
3. Employees:
 - a. A written request for appeal of the HR Director’s decision may be made to the President in accordance with administrative procedure, *7203 Grievances*.
 - b. A final appeal may be considered by the Board of Trustees in accordance with administrative procedure, *7203 Grievances*.

XVII. Sanctions for Violations

1. Following an investigation, College employees found in violation of this policy are subject to prosecution and disciplinary action under applicable policies, procedures and/or collective bargaining provisions. Sanctions that the College may impose on an employee following a final determination of responsibility include, counseling, written warning, suspension and final warning, and/or termination of employment.
2. Students found in violation of this policy are subject to prosecution and are also subject to disciplinary action under the College’s policy, *8007 Student Code of Conduct*. Sanctions that the College may impose on a student following a final determination of responsibility include, but not limited to, warning the student, loss of privileges, restitution, disciplinary probation, suspension, or expulsion. (For a list of sanctions, see administrative procedure *8007 Student Code of Conduct*).

XVIII. Special Provisions

1. Notification of Outcomes
 - a. The outcome of a campus disciplinary hearing is part of the education record of the Respondent student and is protected from release under FERPA. However, the College observes the exceptions as follows: Complainants of incidents charged under policy *7013 Sexual Misconduct and the Rights of Victims* have a right to be informed simultaneously of the outcome and sanctions of the hearing in writing. Complainants are also permitted to submit an appeal.
 - b. The College will release the report directly to the alleged victim or next of kin, if deceased.
2. College as Complainant
 - a. As necessary, the College reserves the right to initiate a complaint, to serve as Complainant, and to initiate institutional disciplinary proceedings without a formal complaint by the student of sexual misconduct or harassment.
3. Timeline
 - a. All timeframes set forth herein may be extended by the Title IX Officer or other administrator for good cause, with written notice to the Complainant and the Respondent of the delay and the reason for the delay.

References:

Rowan College of South Jersey Board of Trustees Policy Manual *7011 Harassment and Discrimination*, *7013 Sexual Misconduct and the Rights of Victims* and *8007 Student Code of Conduct*

Rowan College of South Jersey Administrative Procedure *7009 Employee Conduct and Work Rules*, *7203 Grievances*, *8007 Student Code of Conduct* and *8007.1 Interim Safety Suspension*

Harassment and Discrimination

Administrative Procedure: 7011

All forms of employment and educational harassment and discrimination based on protected categories (see policy *7011 Harassment and Discrimination*) are prohibited. Sexual harassment is a form of unlawful gender discrimination and sexual assault, dating violence, domestic violence, and stalking constitute a violation of federal law.

Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made a condition of employment or participating fully in the educational experience; or
2. Submission or rejection of such conduct is used as a basis for employment or educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with the work performance of an employee or the educational performance of a student or creating or maintaining an intimidating, hostile or offensive environment.

Sexual harassment may include a wide range of obvious and/or subtle comments and conduct. Depending on the circumstances, it may include, but is not limited to, repeated offensive or unwelcome sexual advances; subtle or overt pressure for sexual favors; sexual jokes; verbal comments or innuendo of a sexual nature; propositions or advances; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching or other physical touching; suggestive, insulting or obscene comments or gestures; and/or display of sexually suggestive objects or pictures. Sexual harassment may include harassment between individuals of the same gender.

Domestic Violence, Dating Violence, Sexual Assault and Stalking

Sexual misconduct (including domestic violence, dating violence, sexual assault and stalking) destroys mutual respect and a trusting environment and can bring substantial personal harm to individuals and violates individual rights. Such behaviors will not be tolerated at the College and are expressly against Board policy and constitute a violation of state and federal law. (See policy 7013 *Sexual Misconduct and the Rights of Victims*.)

Consensual Relationships

Whenever an employee uses a position of authority to induce another person to enter into a non-consensual relationship, the harm both to that person and to the institution is clear and is a violation of law. Even where the relationship is consensual, there is significant potential for harm when there is an institutional power difference between the parties involved, as is the case for example between supervisor and employee, faculty and student, coach and athlete or academic advisor and advisee. Such relationships may cast doubt on the objectivity of any supervision and/or evaluation provided.

Therefore, consensual romantic and sexual relationships are discouraged. These relationships may be subject to concerns about the validity of consent, conflicts of interest and unfair treatment of other students or employees. Such relationships

can undermine the atmosphere of trust essential to the employment relationship and the educational process. A person involved in a consensual relationship should not have a direct responsibility for evaluating employment or academic performance or for making decisions regarding the promotion, tenure or compensation of the other party to the relationship.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work or educational performance; and/or
3. Otherwise adversely affects an individual's employment or educational experience.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, bullying, intimidating, stalking or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated on the College campus or workplace, including email or the College's computer system.

Bullying and Cyber Harassment

The College is committed to providing a campus free from threats, bullying, intimidation, stalking and other harassing behaviors. These behaviors may include, but are not limited to the following:

1. Repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, online posts, blogging, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts; and/or
2. Verbal or written abuse, threats, harassment, coercion or any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person or substantially interferes with the working, educational or personal environment of the individual; and/or
3. Threatening or persistent offensive communication through the Internet, via email chat rooms or other electronic devices.

Complaint Resolution Procedure: Investigation and Non-Retaliation

The College encourages employees and individuals to utilize the following complaint resolution procedure which is also found under Administrative procedure *7001 Affirmative Action and Equal Employment Opportunity (AA/EEO)* and repeated here:

- Any individual or applicant for employment who has reason to believe that he or she is the victim of discrimination or harassment in any of its many forms, or any individual who has witnessed such conduct, should report such a complaint on the Gloucester campus, to the Special Assistant to the President Diversity and Equity/Title IX Compliance, located in the College Center, telephone number 856-415-2154, and on Cumberland campus, to the Special Assistant designee located in the Administrative Offices of the Administration Building.
- All information regarding harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances.
- All reports of harassment in violation of this policy will be investigated promptly and thoroughly. An investigation will include meeting with the alleged harasser as well as all relevant persons, including the complainant and other potential witnesses, as appropriate under the circumstances. The results of the investigation will be communicated in writing to the complainant and the alleged harasser simultaneously.
- Supervisory personnel must be alert to evidence of possible ongoing harassing conduct and report such incidents to the Special Assistant to the President Diversity & Equity/Title IX Compliance and on Cumberland campus, to the Special Assistant designee located in the Administrative Offices of the Administration Building. An individual need not personally have been the target of an instance of offensive or harassing conduct in order to report a complaint based on that conduct.
- Any individual who is found after appropriate investigation to have engaged in conduct prohibited by this policy will be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program. No individual will be subject to retaliation, intimidation or discipline as a result of making a good faith complaint of harassment or providing information in connection with another's complaint. The College considers retaliation to be a serious violation of this policy and urges all individuals to report any incidents of retaliation immediately, in the same manner as any act of harassment. The College will investigate and resolve reports of retaliation in the same manner as any act of harassment (See policy *7017 Conscientious Employee Protection*).

- If, after investigation of a complaint of harassment, it is determined that either the complainant or any other person providing information during the investigation, intentionally and knowingly provided false information regarding the complaint, such individual will also be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program (See policy *7009 Employee Conduct and Work Rules*).
- If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with the policy.
- After the close of the investigation and after any remedial actions have been taken, the Special Assistant to the President, Diversity and Equity/Title IX Compliance, located in the College Center, telephone number 856-415-2154, and on Cumberland campus, the Special Assistant designee located in the Administrative Offices of the Administration Building, will follow up at least twice with the complainant to ensure that no harassment or retaliation is occurring, or to prevent the recurrence of harassment.
- Any criminal assault or battery, sexual or otherwise, will be reported to the appropriate authorities.

The Complaint Form may be found on the College website, on the Gloucester campus in the Office of Diversity and Equity located in the College Center, or on the Cumberland campus in the Administrative Offices located in the Administration Building.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7001 Affirmative Action and Equal Employment Opportunity (AA/EEO)*; *7009 Employee Conduct and Work Rules*; *7011 Harassment and Discrimination*; *7013 Sexual Misconduct and the Rights of Victims*; and *7017 Conscientious Employee Protection (Whistleblower)*

Rowan College of South Jersey Administrative procedure, *7001 Affirmative Action and Equal Employment Opportunity (AA/EEO)*

Anti-Bullying and Intimidation

Board policy 8003

The College maintains a strict policy prohibiting harassment, intimidation and bullying. This policy applies to all students of the College.

The College defines harassment, bullying, and intimidation as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses, that takes place on the property of the College or at any function sponsored by the College, or by electronic means at or away from the College, that substantially disrupts or interferes with the orderly operation of the institution or the rights of other students and that such action/behaviors

- a. as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming another student or damaging another student's property or placing another student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- b. have the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College; or
- c. create a hostile educational environment for other students at the college; or
- d. infringe on the rights of other students at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Violations of this policy are subject to disciplinary action in accordance with College policy and the Student Code of Conduct. Students who engage in prohibited harassment, intimidation or bullying are subject to disciplinary action, up to and including expulsion from any academic or continuing education program, the College and all its events and activities.

Procedures for Reporting

Complaints of intimidation/bullying should be reported immediately to the Director, Student Engagement on the Gloucester Campus, 856-415-2276 or to the Director, Judicial Affairs, on the Cumberland Campus, 856-200-4545. Complaints may also be reported to the Special Assistant to the President, Diversity and Equity/Title IX at 856-415-2154 on the Gloucester Campus. Complaints of intimidation/bullying will be investigated in the same manner as a violation of policy 8007 Student Code of Conduct.

References:

N.J.S.A. 18:A37-13 et seq. Anti-Bullying Bill of Rights Act
Rowan College of South Jersey, Board of Trustees Policy Manual, *2019 Acceptable Use of Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; 8100 Student Rights and Responsibilities; and 8007 Student Code of Conduct*

Rowan College of South Jersey, Board of Trustees Policy Manual and Administrative Procedure, *2019 Acceptable Use of Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; and 8007 Student Code of Conduct*

Alcohol and Other Drugs

The College is committed to cultivating a safe, orderly environment free of illegal activity for employees and students. As part of this commitment, the College will comply with the Drug Free Workplace Act, Drug Free Schools and Communities Act and other relevant federal, state, and local substance abuse laws.

The College acknowledges that substance abuse is a serious, complex, but treatable condition which affects institutional productivity, stability, and safety. The use of alcohol and illicit drugs (illegal/legal drugs/controlled substances) is linked to risk factors associated with incidents of sexual assault, domestic violence, dating violence, and not limited to other forms of violence. Victims and witnesses are encouraged to report and cooperate with investigations of sexual assault, domestic violence, and dating violence, including incidents where there is an implication of alcohol or drug use.

The College offers programs and services to College employees and students to aid in their own recovery or help a family member with a substance dependency problem. Employees are encouraged to seek assistance as appropriate from the College's Employee Assistance Program (EAP). Students can visit the Counseling and Wellness Center for support services and crisis intervention. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential in accordance with federal, state, and local laws.

The unlawful manufacture, distribution, possession, or use of any drugs and alcohol by employees, students, and visitors on College property or as part of any of the College's activities is strictly prohibited. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination, under applicable College policies and collective bargaining agreements, or may be required, at the discretion of the College, to participate satisfactorily in an EAP. Students found in violation of this policy will be subject to disciplinary action as outlined in the Student Code of Conduct (see policy 8007 Student Code of Conduct). Violators other than employees or students may be removed from the campus or any of its activities.

(Reference Board policy and Administrative procedure Substance Abuse 7015)

Alcohol and Other Drugs

Administrative Procedure: 7015

In compliance with the Drug-Free Schools and Communities Act (DFSCA) and the Drug-Free Workplace Act (DFWA), the College prohibits the unlawful possession, sale, use, or distribution of alcohol and illicit drugs on campus or as a part of college-sponsored events.

The College's commitment to the well-being and safety of all its employees, students, and visitors as well as the College's obligations under various federal, state, and local laws, including the DFSCA, require publication of its policy on alcohol and substance abuse; the availability of employee treatment services, student counseling and community resources; and the imposition of sanctions for violations of standards of conduct.

Publication of Substance Abuse Policy

Each employee is required to read and sign off on the College's Alcohol and Other Drugs (AOD) policy annually as part of his/her hiring orientation.

Faculty Handbooks are published annually which include standards of conduct, the Board's policy on AOD, and related policies. An email is sent annually to all personnel that include instructions on how to access the College's policies and procedures. The AOD Policy is specifically referenced in the email.

The College's policies and administrative procedures are posted on the College website and are included in the annual College catalog.

The AOD policy brochures are published and distributed to employees and students. This brochure includes the AOD policy, describes legal sanctions and health risks associated with substance abuse, and lists College and community resources to assist students and employees with substance abuse problems.

Drug and alcohol awareness workshops are held on campus for all to attend.

Illicit Drugs, Medical Marijuana and Alcohol on Campus

Illicit Drugs

The intent of, actual distribution of, sale of, or manufacturing of drugs, narcotics, barbiturates, hallucinogens, marijuana, steroids, amphetamines, or any other controlled substance is prohibited. The possession or use of controlled dangerous substances, marijuana, steroids, or narcotics, including but not limited to, opium (morphine, codeine, heroin), prescription drugs in possession of someone other than the prescribed individual, misuse of prescribed drugs, and every other substance chemically distinguishable from them (i.e., imitation products, such as bath salts and/ or K2) as well as any drug paraphernalia, on campus or in any College-sponsored events/activities premises is prohibited.

Medical Marijuana

Medical marijuana, while legally permitted in New Jersey under the "New Jersey Compassionate Use Medical Marijuana Act," is prohibited on the College campus. The College is subject to the Controlled Substances Act, which classifies marijuana as a Schedule 1 drug. Accordingly, the use, possession, cultivation, or sale of marijuana violates federal policy. Importantly, federal grants are subject to the College's compliance with the DFSCA and DFWA, which also prohibit the College from allowing any form of marijuana use on campus.

Although students and employees who legally obtain a medical marijuana identification card from the New Jersey Department of Health and Senior Services are allowed to possess and consume certain quantities of marijuana, doing so is not permitted on the College's property or at College-sponsored events (either on or off campus).

Sharing medical marijuana with individuals who do not have a legitimate medical marijuana identification card is prohibited. Given that the use and/or possession of medical marijuana is prohibited on College property, any student or employees who legally obtains a medical marijuana ID card should contact the Office of Special Services for students and Office of Human Resources staff to discuss any other possible on-campus accommodations, excluding the ability to use or possess medical marijuana on College property.

Alcohol on Campus

College students, employees, guests, and facilities users, who are 21 years and older, may only possess, purchase, and consume alcoholic beverages at locations which are licensed to sell alcohol or where consuming it is legal and authorized. Alcohol consumption is prohibited on campus unless authorized for a special event with a permit.

Availability of Employee and Student Counseling and Treatment Services

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation and for personal, family and social interactions.

Employees are encouraged to seek help for problems related to alcohol and substance abuse. The Employee Assistance Program (EAP) provides confidential counseling services, free of charge, for direct assistance and confidential referral services for employees seeking help with a substance abuse problem.

Students are also encouraged to seek help for problems related to substance abuse through the Center for Counseling and Wellness Services (CWS). Employees and students may also refer to the College's AOD policy brochure for a list of additional College and community resources.

Enforcement and Violations

The College takes seriously its responsibility to educate its students and employees regarding the implications of alcohol and illicit drug use and abuse. While the College recognizes that drug dependency and alcoholism are illnesses and will provide channels of referrals for help, it is the employee's or student's responsibility to seek help.

The College is concerned that individuals make responsible decisions regarding the use of legal and illegal substances. All members of the campus community found in violation of the Alcohol and Other Drugs policy will be subject to disciplinary action.

If an employee is found to be in the possession of or under the influence of illicit/unprescribed drugs or alcohol while working,

disciplinary action will be taken in accordance with Policy 7009 *Employee Conduct and Work Rules*.

It is the employee's responsibility to inform his/her supervisor if they are unable to fulfill their current job responsibilities due to taking legally prescribed and/or over-the-counter medications. An employee who fails to disclose this information and whose job performance, safety, or the efficient operation of work is negatively affected will be disciplined according to Policy 7009 *Employee Conduct and Work Rules*.

Use of alcohol and illicit drugs are linked to risk factors associated with incidents of sexual assault, domestic violence, dating violence, and stalking. Victims and witnesses are encouraged to report and cooperate with investigations of sexual assault, domestic violence, dating violence, and stalking including incidents where there is an implication of alcohol or drug use. (See policy 7013 *Sexual Misconduct and the Rights of Victims*).

A student found violating the Alcohol and Other Drugs policy will be considered to have violated the Student Code of Conduct (see policy 8007 *Student Code of Conduct*) and will be subject to sanctions commensurate with the offense consistent with local, State, and Federal law, up to and including expulsion from the College. Compliance with education programs may be required.

This does not supplant or supersede statutory or administrative law at the federal, state, county or municipal level. Strict compliance with such laws will be the responsibility of all organizations and individuals. Violators of the law may be subject to penalties imposed by a court or other empowered board, agency, or commission, in addition to any action taken by the College.

Commonly Abused Drugs and Potential Effects

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
Alcohol		Slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts	Toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines Psychoactive (mind altering); Central Nervous System stimulant. Rx Names: Dexadrine, Biphphetamine, Das, Dexampex, Ferndex, Oxydess II, Spancap No. 1, Desoxyn and Methampex	Uppers, speed, up the brains, meth, crack, crystal, ice, pep pills, bennies, up the brains Ingested orally, sniffed or smoked	Increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	Delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence
Barbiturates and Tranquilizers	Barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying Vs	Slurred speech, muscle relaxation, dizziness, decreased motor control	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	Coke, crack, snow, powder, blow, rock	Loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation, anxiety, paranoia, increased hostility and rate of breathing, muscle spasms and convulsions, dilated pupils, disturbed sleep.	Depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage
Fentanyl — synthetic opioid up to 100 times more powerful than morphine to treat patients with severe pain or to manage pain after surgery. Sch. II drug Fentanyl has become the deadliest drug in America's opioid epidemic.	Apace, China Girl, China Town, China White, Dance Fever, Goodfellas, Great Bear, He-Man, Poison, and Tango & Cash Rx — Actiq, Duragesic, Sublimaze	Euphoria, drowsiness, nausea, confusion, constipation, tolerance (similar to heroin)	Addiction, respiratory depression and arrest, unconsciousness, coma and death

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
Gamma Hydroxy Butyrate (GHB) — Central Nervous System Depressant, not approved for use as a sedative in U.S. Affects brain when used with medications for mental conditions (anti-psychotic drugs).	GHM, liquid B, liquid X, liquid ecstasy, G, Georgia homeboy, Club drug, date-rape drug	Euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	Memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence, grievous bodily harm
Heroin (diamorphine) Opioid made from morphine; Sch. I drug, 2–3 times more potent than morphine. (Pain relief)	H, junk, smack, horse, skag	Euphoria, flushing of the skin, dry mouth, “heavy” arms and legs, slowed breathing, muscular weakness, increased sex drive	Constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Ketamine General anesthesia and sedative results in a lack of feeling or sensation; used for surgical procedures and sedation	K, Super K, Special K	Dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract/bladder problems, abdominal pain, major convulsions, muscle rigidity, increased confusion, increased depression, physical and psychological dependence
LSD (Lysergic Acid Diethylamide) One of the major drugs making up hallucinogens class. Mood changing	Acid, stamps, dots, blotter, A-bombs	Dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes.	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence
MDMA (Methylene Diosymethamphetamine) Stimulant and hallucinogen similar to Mescaline	Ecstasy, XTC, adam, X, rolls, pills	Impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss, kidney failure, cardiovascular problems, convulsions, death, physical dependence, psychological dependence
Marijuana/Cannabis Depressant, psychoactive, medicinal, recreational	Pot, grass, dope, weed, joint, bud, reefer, doobie, roach	Sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety	Bronchitis, conjunctivas, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some
Mescaline Illicit Sch. I, strong drug	Peyote cactus	Nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure and body temperature	Lasting physical and mental trauma, intensified existing psychosis, psychological dependence
Morphine/Opiates Used to treat severe pain. Rx — Oxycodone, Hydrocodone, Tramadol, Codeine	Astromorph, duramorph, Kadian, M, morf, Miss Emma, MS Contin, monkey, roxanol, white stuff	Euphoria, increased body temperature, dry mouth, “heavy” feeling in arms and legs	Constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
PCP (Phenylcyclidine) Most popular abused hallucinogen. Extremely dangerous if user does not experience hallucinations while using. Considered a dissociative drug.	Angel dust, crystal tea, dust, embalming fluid, killer weed, ozone, rocket fuel, supergrass, wack	Shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	Memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence, seizures, coma, addiction, increased risk of suicide, flashbacks may occur despite stopping
Psilocybin Hallucinogenic, psychedelic drug, mind altering	Mushrooms, magic mushrooms, shrooms, caps, psilocybin and psilocyn	Nausea, distorted perceptions, nervousness, paranoia	Confusion, memory loss, shortened attention span, flashbacks may intensify psychosis
Steroids Anabolic — muscle building Androgenic — masculinizing, similar to testosterone Corticosteroids — help control inflammation	Roids, juice, gear stackers Rx — Anadol-0(PRO) — <i>oxymethone</i> Methites(PRO) — <i>methyltestosterone</i> Xyosted(PRO) — <i>testosterone</i> Depo-testosterone (PRO)	Increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence
Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
Toradol (Rx) Keterolac Tromethamine Non-steroidal anti-inflammatory drug (NSAID) used for short-term, moderate to severe pain in adults, not to exceed 5 days	This drug is included because it has become very popular with athletes. While not a steroid and not addictive , this drug can cause serious health issues if used long term (more than 5 days) to manage pain.	Upset stomach, nausea, vomiting, constipation, diarrhea, gas, dizziness or drowsiness may occur. May raise blood pressure. Serious side effects: fainting, fast, pounding heartbeat, hearing changes, mental/mood changes (confusion/depression) persistent/severe headache, stomach pain, sudden, unexplained weight gain, swelling of hands or feet, vision changes (e.g., blurred vision), unusual tiredness.	Long-term use (greater than 5 days) may raise blood pressure, and may rarely cause serious, possibly fatal liver disease (symptoms include dark urine, stomach/abdominal pain, persistent nausea/vomiting, yellowing eyes/skin); kidney problems (e.g. change in amount of urine), symptoms of infection (fever, chills), symptoms of meningitis (unexplained stiff neck, fever)

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7015 Alcohol and Other Drugs*, *7009 Employee Conduct and Work Rules*, and *8007 Student Code of Conduct*.

Local Resources

Addictions Hotline of NJ (24 hours)
1-800-322-5525 or 1-800-225-0196 or 1-800-238-2333
Alcoholics Anonymous, Cherry Hill
1-866-920-1212
Camden County Health Department
856-374-6000 or 1-800-999-9045
Cumberland County Alcohol & Drug Abuse Services
856-451-3727
Cumberland County Guidance Center
856-825-6810, ext. 266/230

CURA, Inc. (for Spanish speaking individuals)
856/696-7335
Gloucester County Health Department
856-218-4101
Salem County Health Department
856-935-7510, ext. 485
Seabrook House
856-455-7575 or 1-800-761-7575 (24 hours)
Southwest Council, Inc.
856-794-1011 or 1-800-856-9609

Acceptable Use of Technological Resources

(Email, Enterprise Information System, Internet, Social Media, and Off-Campus Portable Presentation Equipment)

Administrative procedure 2019

Overview

Appropriate and inappropriate use of the College's technological resources are divided into the following five areas:

- Electronic Communications
- Enterprise Information System
- Internet Access
- Social media
- Off-Campus Portable Presentation Equipment

Electronic Communications

Email

College provided email is intended for official and authorized purposes only. Equipment and services are provided to support email use necessary to promote the College's mission, goals, objectives, and strategic plan and operations. Access to email is a privilege to which all students and employees are entitled in order to perform effectively. Responsibilities accompany this privilege and may be withdrawn, if abused.

Use of Personal Email Accounts

Student and employee personal email accounts are **not** to be used for College academic or work-related purposes. College email accounts and personal email accounts **are not** interchangeable. Only the College's official email system is to be used for academic or work-related purposes unless superseded by federal law. Password information is not to be shared.

Activation/Termination

College email access is controlled through individual accounts and passwords. It is the responsibility of the employees and students to protect the confidentiality of their accounts and password information. Password information is **not** to be shared and all users are responsible for all activities and data associated with their work accounts.

All employees and students are provided with a College email account. Email accounts will be granted to third-party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Board of Trustees member;
- Professor Emeritus;
- Retiree;
- Consultant;
- Contractor; or
- Guest.

Applications for these temporary accounts must be submitted to the Vice President and Chief Information Officer (VP/CIO) or his/her designee. All terms, conditions, and restrictions governing email use must be in a signed agreement which the VP/CIO will provide.

Email access will be terminated when the employee or third party terminates his/her professional association with the College, unless other arrangements are made. The College is under no obligation to store or forward contents of an employee's or third-party's email system after the term of his/her professional association has ceased.

Student email access will be terminated when the student violates the terms and conditions of use, or is suspended or expelled from the College. Student email may be terminated when the student graduates.

Appropriate Use

Student and employee email users must exercise good judgment in the use of email. Email is to be used for academic and work-related purposes only and is not provided by the College to be used as a personal email account.

To fulfill academic or work-related obligations, in addition to being informed of important announcements and updates, all current students and employees are expected and responsible for checking their email in a consistent and timely manner. They also have responsibility for mailbox management, including organizing and cleaning. If any users subscribe to a mailing list, it is their responsibility to be aware of how to remove themselves from the list, and to be responsible for email address changes.

College student and employee email users are expected to comply with professional and personal standards of courtesy and conduct.

Inappropriate Use

Since email messages are records of the College, email users must treat email messages as if they were written on College letterhead. Email (language, images, or sounds) may not be used for harassment, intimidation, threatening physical harm, obscenity, pornography, libel, slander, defamation, impersonation, fraud, copyright infringement, plagiarism, computer tampering (e.g., spreading computer malware) nor any other illegal or unlawful purpose.

Employees may not use College email to disseminate information on any non-College activities including, but not limited to, political events, religious observances, charitable events/fund-raising (unless College approved), and other personal business.

It is the responsibility of the user to contact Technical Support if an inappropriate or suspected phishing email is received from an internal or external source.

Distribution

Distribution of messages to all users or sub-set(s) of all users will be through the College's intranets. The Gloucester campus primarily utilizes the Ellucian Portal as its intranet while the Cumberland campus primarily utilizes Blackboard as its intranet. Campus Announcements and Group Announcements are also available via the campus intranet for distribution of messages to all users and user groups.

Messages intended for all users will be considered a Campus Announcement. All Campus Announcements must be submitted through campus intranets for approval three (3) days prior to the intended posting to the College's campus intranets.

Messages intended for groups of users will be considered Group Announcements. Group Announcements can be posted by the College employee identified as a group leader, when he/she has been given administrative authorization to post messages for a specific user group.

Text Messaging

The College must comply with the Telephone Consumer Protection Act (TCPA). Therefore, the College can only send text messages to individuals that have given their express consent to receive text message communication through a College approved messaging service.

Non-College Use

Use of the College's email is expressly for activities related to teaching and learning and conducting those activities necessary to perform one's assigned duties and professional development activities as a College employee or student. At times, a private for-profit or a private not-for-profit entity without College affiliation may wish to use the College email to distribute information, request information, conduct fund-raising, or communicate with College personnel. Requests for these services must be directed to the VP/CIO or his/her designee, whose determination on these matters will be final.

No Expectation of Privacy/Ownership

Users must be aware they have no expectation of privacy when using any College provided email or messaging systems. All emails and messages sent through College systems are the property of the College. The College reserves the right to access and disclose all messages sent or received using its messaging systems to determine whether users have breached security, violated College policy, or engaged in other unauthorized or illegal actions.

Electronic mail and other messages sent over College provided systems are a College record. As College records, email and other messages may be requested and released without notice to either the sender or receiver under certain state and federal laws. Electronic correspondence may also be subpoenaed and used as evidence in court cases.

Additionally, while the College Information Technology staff does not actively read end-user email and other electronic correspondence, messages may be inadvertently read by staff during the normal course of managing systems.

Employees and students using the College electronic mail system must note that "deleting" an electronic message does not necessarily erase the message from the computer network. Backup copies of electronic messages such as email and text messages may exist, despite end-user deletion, in compliance with the College's technology resource management procedures. The goals of these backup and archiving procedures are to ensure system reliability and prevent data loss.

Safeguards are implemented and routinely assessed to ensure that any review of electronic messages has a legitimate and authorized purpose.

Acceptable Communication

Official business (administrative or academic) is the only type of acceptable communication via email or messaging systems. This includes communications directly related to the mission, goals, objectives, and strategic plan of the College. The sender must be mindful of two main concerns when sending such messages: (1) the number of recipients is to be appropriately limited to minimize the waste of recipients' time that results from distributions that are overly broad; and (2) each electronic mail message creates a record that is composed to contribute effectively to the College's work. College email is not for employees' or students' personal use.

Responses to Electronic Mail

When responding to an electronic mail message, employees and students must take care not to respond to "all recipients" of the previous message unless it is appropriate to do so. Responses are to never be made to all recipients routinely.

In general, when the original message is addressed to a tailored group, such as a team working on a matter, and the response would be of interest to the whole team, the "all recipients" response is appropriate. However, when all recipients of a message have no reason to receive responses, the response is to only be directed to the sender.

The College reserves the right to automatically delete all email located in the delete or junk folders on a regular basis.

Failure to Comply

Any user who misuses the electronic mail or messaging systems will be subject to disciplinary action. Sanctions for inappropriate use may include, but not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all technological resource services;
2. Disciplinary action according to applicable College policies; and/or
3. Legal action according to applicable laws and contractual agreements.

Disclaimer

The College assumes no liability for any direct or indirect damages arising from a user's email or other electronic messaging usage.

Additional Information

Clarification regarding the use of the College's electronic mail may be obtained from the VP/CIO or his/her designee.

Enterprise Information System

Employees are given discrete levels of access to the College's Enterprise Information System in order to perform their job duties. It is the responsibility of each employee to safeguard all data to which the employee has been granted access.

Personally Identifiable Information

Personally Identifiable Information (PII) is any data that could potentially identify a specific individual such as, but not limited to, social security number, date of birth, and address information. PII can be sensitive or non-sensitive data and should always be treated in a confidential manner. If an employee believes PII has been compromised the employee must immediately inform the VP/CIO or his/her designee.

It is the responsibility of the College employee whom has access to PII to assure the data is safe guarded and used appropriately. This data is never to be sent via email, text message, or any type of instant messaging service. PII data must be stored on designated College servers or designated College platforms and NEVER stored on a local computer hard drive, laptop, or a portable storage device.

Keep your Username and Password secure

It is the responsibility of employees and students to protect the confidentiality of their accounts and password information. Employees are to never share their College username or password with anyone as doing so will circumvent security procedures. Employees are responsible for all activities associated with their College username or password.

Internet

Appropriate and inappropriate use of the College's internet technologies are the same as described for electronic communications and apply as well to the use of the World Wide Web, the College's campus intranet, FTP (File Transfer Protocol), and emerging technologies.

Account Activation/Termination

College user accounts are treated in the same way as email accounts. See section above.

Appropriate Use

Internet access is for College business (administrative or academic) only and may **not** be used for personal reasons. Employee and students are encouraged to use the Internet to further the mission, goals, objectives, and strategic plan of the College.

Activities that are encouraged include:

1. Communicating with fellow employees, business partners of the College, and within the context of an individual's assigned responsibilities;
2. Acquiring or sharing information associated with one's job or academic assignments; and
3. Participating in educational or professional development activities.

Inappropriate Use

Individuals will not interfere with others' use of the Internet. Users are not to violate the network policies of any other network accessed through their College account. Users will comply with all federal and state laws, all College policies, and all contracts.

Inappropriate use includes, but is not limited to, the following:

1. Using the Internet for illegal or unlawful purposes e.g., harassment, intimidation, threatening physical harm, obscenity, pornography, libel, slander, defamation, impersonation, fraud, copyright infringement, plagiarism, computer tampering (e.g., spreading computer malware).
2. Viewing, copying, altering, or destroying data, software, documentation, or data communications belonging to another individual without authorized permission.
3. Making copyrighted material available to others without permission, whether through "peer to peer" software, web sites, or other technology.

Failure to Comply

Any user who misuses College Internet access will be subject to disciplinary action. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all technological resource services;
2. Disciplinary action according to applicable College policies; and/or
3. Legal action according to applicable laws and contractual agreements.

Disclaimer

The College assumes no liability for any direct or indirect damages arising from a user's connection to the Internet. The College is not responsible for the accuracy of information found on the Internet and only facilitates accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

Additional Information

Clarification regarding the use of the College's Internet access may be obtained from the Vice President and Chief Information Officer.

Social Media

The College recognizes and embraces that social media is a fundamental shift in the way people communicate and supports the use of social media by its community members as a way to facilitate communication and conversation. As a public institution, the College believes it is crucial to stay abreast of trends and remain active in the social sphere to closely connect with the campus community.

Definition

The College defines "Social Media" as any online tool and service that allow an Internet user to create and publish content. For the purpose of this administrative procedure, social media means any facility for web-based and mobile publication and commentary, including, but not limited to, blogs, wikis, RSS feeds, interactive geo-location, microblogs such as Twitter, message boards, chat rooms, electronic newsletters, online forums, video sharing sites such as YouTube and Vimeo, social networking sites such as Facebook, LinkedIn, Instagram, Snapchat, and other sites and services that permit users to share information with others in a contemporaneous manner.

Accountability

Under the direction of the Vice President and Chief Information Officer, designated staff will ensure compliance with this administrative procedure.

Applicability

This administrative procedure applies to all faculty, employees, and students of the College who accept responsibility for engaging in work-related social media.

Purpose

This administrative procedure contains guidelines for those initiating or managing a social media presence that involves the College, its departments, programs, groups, organizations, student clubs, and individuals. It outlines how the College supports institutional communication via social media so the College's social media communications efforts remain as consistent as possible. Social media usage at the College is governed by the same policies and administrative procedures that govern all other electronic communications, technology, and the Internet and must follow the same ethical standards by which the College abides.

Guidance

- Official College social media accounts must follow the Terms of Service set forth by their respective social media channel(s). The guidelines outlined herein do not surpass existing College policies and administrative procedures related to the use of technology, codes of conduct, or confidentiality.
- Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. These inquiries are referred to Public Relations.
- Employees and students must be aware the College may observe content and information made available through social media. Employees and students are to use their best judgment in posting material that is inappropriate or harmful to the College, its employees, students, or vendors. It is the responsibility of all end users to maintain appropriate privacy settings.
- Each end user must be aware of the effect their actions may have on their image, as well as the College's image. The information that employees and students post or publish may be public information indefinitely. Posts are to be made with care to avoid unintended legal or life-changing ramifications.
- It is required that employees and students keep College-related social media accounts separate from personal accounts, when applicable.
- End users are not to post confidential or proprietary information about the College, or College employees, students, affiliates or alumni that would violate such person's rights to privacy under applicable federal and state laws and regulations. This includes the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) and College policies and administrative procedures. Non-disclosure agreements that prohibit the College from disclosing information prohibit its employees from disclosing such information.

- Personally identifiable information that can be used to locate an individual or affiliated/unaffiliated third party offline, including but not limited to, phone numbers, home or local addresses, social security numbers, Banner IDs, birth dates and email addresses, are not be posted. In general, a photo release form must be obtained from parties whose images are identifiable to post, share, or distribute. This does not include photos from the College's archives or those obtained by College representatives, whose original intent was for distribution.
- Rights and permissions must be secured before posting, sharing or distributing copyrighted materials, including but not limited to, music, art, photographs, texts, portions of video, or information considered proprietary by a College partner, vendor, affiliate, or contractor.
- Personal communication via social media is not exempt from the laws and regulations that govern personal liability across general and traditional forms of communication. Such communication does not indicate that an individual is speaking on behalf of the College and is to clearly identify the individual's personal communications. Employees who use personal social media channels to talk about work or College-related matters are asked to disclose their affiliation with the College and may consider adding a disclaimer to personal social media accounts stating their thoughts are their own.
- Employees may occasionally utilize social media and the web for personal matters in the workplace. Employees may engage in incidental personal use of social media in the workplace so long as this use does not consume significant time or resources, interfere with operations and productivity, or violate College or department policies.
- Violations of this administrative procedure may require the suspension or removal of any social media account(s) at the purchaser's expense and possible disciplinary action. A disciplinary or other review may be initiated if an employee's online activity violates law or College policy or administrative procedure, or if an individual's non-official or unauthorized online activity otherwise subjects the College to liability for such acts.
- The College reserves the right to monitor use of its computer systems.

Additional Guidelines for All Technology Use

Improper Use of Copyright and Proprietary Information of Others

Failure to observe software copyrights and/or license agreements may result in disciplinary action by the College and/or legal action by the copyright owner. Any copyrighted content submitted or used with the consent of the copyright owner is to contain a phrase such as "Copyright owned by [Name of Owner]; used by permission."

Commercial Purposes

College information and computing resources are not to be used for commercial purposes.

Use for Unauthorized Purposes

Users are not to utilize the College's email, Internet access or social media for personal or private business, product advertisement, political lobbying, or to distribute or promote religiously-oriented information.

Use of Rowan College of South Jersey Name

The College's name may not be used without the College's prior written consent; the name "Rowan College of South Jersey" or any symbol, logo, or graphic used by or associated with the College or any confusingly similar symbol, logo, or graphic as part of an email address, a home page, or a domain name for any online network utilized, originated, or registered with the Internet or similar authority. To obtain consent, contact Public Relations.

Online Conduct

Online networks are to be used only as permitted by the College, in accordance with applicable College policies, and for lawful purposes. Users are prohibited from posting on or transmitting through any email, internet, or social media site anything that is illegal or unlawful including harassment, intimidation, threatening physical harm, obscenity, pornography, libel, slander, defamation, impersonation, fraud, copyright infringement, plagiarism, computer tampering (e.g., spreading malware), which encourages conduct that would constitute a criminal offense, gives rise to civil liability, or otherwise violates any applicable law or College policies.

More specifically, the following conduct violates College policies and is not permitted and subject to disciplinary action. Such conduct includes, but not limited to:

- **Harassment** — Targeting another individual, group, or organization to cause distress, embarrassment, injury, unwanted attention, or other substantial discomfort is harassment and prohibited. Personal attacks, actions to threaten, intimidate or embarrass an individual, group or organization or attacks based on a person's race, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic, or affiliation are prohibited.
- **Impersonation** — Communication under a false name or designation the user is not authorized to use, including instances in conjunction with representing that an individual is somehow acting on behalf of or under the auspices of the College is prohibited.
- **Chain letters and pyramid schemes** — Transmission of chain letters and pyramid schemes of any kind are prohibited. Certain chain letters and pyramid schemes are illegal.

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- *Excessive use of bandwidth* is prohibited. Examples include, but not limited to, game playing and downloading large multimedia files such as MKVs.
- *Disruption of network users, services, or equipment* — Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer malware, and using the network to make unauthorized entry to any other computer or computer system accessible via the network.

Reporting Violations

While the College will do everything possible to provide quality technological resources, it is the employee's and student's responsibility to ensure that his/her technology experience here at the College is a productive one.

If at any time, an employee or student feels that his/her rights as a technology user are being violated or if he/she is aware of other users who are misusing or abusing the technological resources, he/she is urged to promptly report the problem to the appropriate College official, such as the Special Assistant to the President Diversity and Equity/Title IX Compliance or Vice President & Chief Information Officer. With timely knowledge of the incident, the issue can quickly be investigated and resolved.

The College must comply with the Patriot Act (Public Law 107-56) and any other current and future federal and state law that regulates electronic mail and technology use. This may mean that data compiled through the use of the College network may be released to federal and/or state authorities under appropriate legal protocols.

Off-Campus Portable Presentation Equipment

Employees may request the use of portable presentation equipment (such as projectors, speakers, and microphones) for use in College-related functions that take place off campus.

- Requests for equipment must be approved by the Division of Innovation & Technology's Instructional Technology office at the Gloucester campus. A minimum of one business day is required for all requests. All requests must include a pickup date and return date.
- All equipment loans must be evaluated in accordance with the priority of regular College needs.
- Any damage to loaned equipment is the financial responsibility of the division or group to which the borrower reports.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *2019 Acceptable Use of Technological Resources (Email, Enterprise Information System, Internet, Social Media, & Off-Campus Portable Presentation Equipment)*; *7011 Harassment and Discrimination*; and *8003 Anti-Bullying and Intimidation*.



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Enrollment & Admissions

Getting Started

Rowan College of South Jersey is dedicated to supporting new, returning, transfer and visiting students. Each student is offered the opportunity to receive a quality education that is accessible, affordable and transferable.

Meet with an Enrollment Representative

Incoming students are encouraged to meet with an Enrollment representative to assist them with getting started. Students can sit down with enrollment staff to have questions answered and map out a tailored admissions plan. Appointments are conveniently scheduled online at [RCSJ.edu/gc/Future](https://www.rcsj.edu/gc/Future).

Visit the Campus

Campus Tours are offered throughout the week and by appointment for individuals or groups. New and prospective students are invited to explore the beautiful, newly-expanded Rowan College campus and learn more about numerous academic and extracurricular programs. Tour appointments can be scheduled through [RCSJ.edu/gc/Future](https://www.rcsj.edu/gc/Future) or by emailing campusvisits@rcsj.edu.

Open House

Campus-wide Open House events are the perfect opportunity to visit Rowan College's Gloucester campus, learn about the College's many divisions and programs, meet knowledgeable staff and faculty, and experience all Rowan College has to offer. Open House events are hosted on the Gloucester campus twice yearly in October and March. For dates and more information, visit [RCSJ.edu/gc/OpenHouse](https://www.rcsj.edu/gc/OpenHouse).

Enrollment Days

These small group sessions are offered weekly to assist future students with the enrollment process. An Enrollment Professional guides students through the steps and is available to answer any questions. An optional tour of the Gloucester campus is also offered. It is recommended that students take the placement test or provide proof of exemption before attending an Enrollment Day, so registration may occur at the session. Due to their unique enrollment steps, Rowan Choice students must contact their advisor to enroll.

Community Engagement

Rowan College outreach staff attends events tailored to meet the needs of community groups and organizations. Please contact Enrollment Services for details.

The department also hosts campus visits for school or other groups, as well as holding presentations and other programs.

Information Sessions

Information Sessions for select programs of study are offered throughout the year. Please see the Rowan College website for current Information Session dates.

Information Center

Located in the Student Services building, the Information Center is the first point of contact for students in navigating the College. Information Center staff assist students by answering general questions, referring visitors and students to appropriate departments and providing a reception area for advisement and admissions appointments. Registration assistants are available to help students access information via the Rowan College Portal. The Information Center also issues Rowan College Portal log-in information, student ID numbers, photo identification cards and parking decals.

Photo ID

Each new Rowan College student is issued a free identification (ID) card and parking decal from the Information Center. Students must show a current schedule as proof of registration along with a valid photo ID to obtain a College photo ID card or parking decal. ID cards are to be carried at all times, as photo ID is required when registering or transacting business involving student records. Students are required to present their ID cards prior to taking academic tests in Testing Services, for use of library services, computer lab and PEC fitness center. The card also serves as a Student Life card for admission to College-sponsored events. ID cards must be validated by the library each semester. There is a \$10 fee for replacement ID cards.

Contact Enrollment Services:

Telephone: 856-681-6248

Email: future@rcsj.edu

[RCSJ.edu/gc/Future](https://www.rcsj.edu/gc/Future)

Application Procedures

Full- and Part-time Applicants

Admission to Rowan College of South Jersey is available to applicants who have graduated from a recognized high school, completed a secondary-school education in a homeschool setting or earned a secondary school completion credential.

All new students must submit an application and an official high school transcript or a secondary school completion credential for admission. All full-time students are required to submit the Proof of Immunization Records form prior to the end of their first semester.

Apply online for FREE at [RCSJ.edu/gc/Apply](https://www.rcsj.edu/gc/Apply).

All students will be required to take a placement test or satisfy the placement test exemption, prior to registration. For exemptions to the placement test, see "Placement Requirements" on page 56.

To obtain a high school credential, the following options are available:

1. High School Equivalency through the Workforce Development Institute

The High School Equivalency (HSE) program provides adults who did not complete a formal high-school program the opportunity to obtain a High School Diploma issued by the State of New Jersey Department of Education. Students who successfully complete the program will be prepared to take the HiSET or TASC assessment to earn a diploma. Visit [RCSJ.edu/gc/Workforce/AdultEducation](https://www.rcsj.edu/gc/Workforce/AdultEducation) to learn more.

2. Thirty-Credit Completion Program

Applicants to Rowan College who do not have a high school diploma or secondary school completion credential may be provisionally accepted as a matriculating student under the Thirty-Credit Completion Program. Applicants must complete the program intent form, take the placement test and successfully complete a minimum of 30 general education credits in a degree program to apply to the state of New Jersey for a state-endorsed high school diploma. Students are not eligible for federal aid while enrolled in the Thirty-Credit plan.

Admission to the College does not guarantee rights to financial aid. The College will adhere to all federal and state statutes that relate to awarding financial aid.

To be considered full-time, a student must enroll in a minimum of 12 credit hours during a semester. A student enrolled in fewer than 12 credit hours during a semester is considered part-time.

Program Matriculation

Students are classified as matriculated when they have been officially accepted to the College and are working toward a degree or certificate. Students without a declared program of study are not eligible for financial aid.

General Acceptance Procedures

Rowan College will issue Letters of Acceptance to students via U.S. postal mail upon receipt of a complete admissions application. Students can obtain an outline of their next steps on the website under Admissions Requirements. This will include information students must follow to register for courses as well as detailed instructions to access the student Portal. Visit [RCSJ.edu/gc/Apply/Complete-All-Requirements](https://www.rcsj.edu/gc/Apply/Complete-All-Requirements)

Immunization Requirements

All full-time students are required to complete and return the Immunization Records form to the Office of Admissions. New Jersey State Law (N.J.A.C. 9:2-14; N.J.S.A. 18A:61D-1 and D-9) requires community colleges to maintain records of students' immunization against measles, mumps, rubella (MMR) and hepatitis B. Acceptance is provisional until the completed Immunization Records form is submitted to the Office of Admissions by the end of the first semester of full-time enrollment. Students born before 1957 are exempt from this regulation and under certain circumstances, students may be exempt because of medical or religious reasons; however, they must provide documentation in order to substantiate such exemptions. Immunization Records forms can be found online at [RCSJ.edu/StudentRecords](https://www.rcsj.edu/StudentRecords). The College does not provide immunizations. Students attending Rowan College through the Rowan Choice program will be required to provide additional immunization records for student housing. Rowan Choice students should contact the Rowan University Center at 856-468-5000, ext. 5237.

Application Procedures

Returning Students

Returning students are those who previously enrolled at Rowan College but have not attended classes for one or more semesters. Students whose last date of attendance was prior to three years are required to update their application before registering for any courses. Returning students may also need to resubmit an official high school transcript showing a graduation or secondary school completion credential. Additionally, proof of immunization for full-time students is required.

Prospective students who previously applied to Rowan College, but never attended classes must reapply for admission if it has been three or more years since their last application. Please contact the Office of Admissions at 856-415-2209 to verify the status of an application.

Transfer Students

Students who attended other colleges or universities before Rowan College are considered transfer students. Transfer students must follow the same application procedures as first-time college applicants and satisfy the placement testing requirements or provide proof of exemption. Transfer students in any program who wish to have their previously-earned college credits reviewed may do so by following the transfer credits procedure outlined below. Please call the Office of Admissions at 856-415-2209 or visit [RCSJ.edu/gc/Transfer](https://www.rcsj.edu/gc/Transfer) for more information.

Transfer Credit

Rowan College accepts transfer credits for college-level (100-level or above) courses completed at regionally accredited institutions if they are equivalent to those offered at Rowan College. Transfer courses require a grade of "C" or better. Grades from such courses are not included in the Rowan College cumulative grade point average (GPA), but do count towards degree completion. Please note, courses are evaluated and awarded based on the transfer student's program of study.

To request an evaluation of transferable credits, the student must complete the Transfer of College Credits Request form and submit it, along with official transcripts, to the Office of Admissions, located in the Student Services building. It is the students' responsibility to request all official transcripts and have them forwarded to the Office of Admissions. Students will be notified of the evaluation results via email. Transferrable coursework will be added to the Rowan College transcript following the evaluation.

Prior to submitting their request, students who have attended international institutions, including high school, must have their transcripts evaluated course-by-course by one of the following organizations: International Educational Equivalency Services, Inc., Foreign Credentials Service of America, World Education Services or a member of the National Association of Credential Evaluating Services (NACES).

Military service members may also be eligible for transfer credits upon evaluation of their military transcripts based upon the credit-granting recommendations of the American Council on Education (ACE).

Non-credit certifications earned through the College's Workforce Development may qualify for transfer credit in selected programs of study.

Prospective students may request a preliminary evaluation by following the procedure outlined above; however, credits will not be transferred until the tenth day after the start of their first semester at the College. If students do not attend, they must repeat the transfer credits process. For more information visit [RCSJ.edu/gc/Transfer](https://www.rcsj.edu/gc/Transfer) or contact the Office of Admissions at 856-415-2209.

(Reference Board policy 8207)

Reverse Transfer

Reverse transfer provides the opportunity to earn an associate degree to students who previously attended this College and transferred to another institution prior to meeting the associate degree requirements. Eligible students may transfer in credits earned at another institution in order to meet the requirements of an associate degree at Rowan College. For more information, visit [RCSJ.edu/ReverseTransfer](https://www.rcsj.edu/ReverseTransfer)

Visiting Students

Students attending another institution may enroll for a class as a non-matriculating student to transfer credit back to their home college. They may not enroll as a full-time student.

Visiting students must complete the free online application and Visiting Student Registration Request form found at [RCSJ.edu/gc/VisitingStudent](https://www.rcsj.edu/gc/VisitingStudent). The entire application and registration process can be completed electronically.

For questions or more information, please call 856-681-6214 or email: visitingstudent@rcsj.edu.

Homeschooled Students

Rowan College recognizes the value of homeschooling and welcomes homeschooled students to enroll on a full- or part-time basis. Homeschooled students must follow the same steps for general admission as high school graduates, including completion of the College's placement test. In addition, homeschooled students must submit documentation of their academic work in transcript form, verifying that the student has successfully completed the equivalent of a high school education.

Homeschooled students applying to selective admission programs will be required to submit formal documentation to verify completion of course and testing prerequisites.

International Student Applicants

Rowan College acknowledges and recognizes the importance of diversity in the College community and, therefore, embraces diversity by providing a welcoming environment that celebrates the rich culture and experiences of all populations. The College will maintain and assure the highest level of accessibility in order to attract, serve and retain a diverse population.

Rowan College welcomes international students as valuable participants in a global educational community. The College is authorized under federal law to enroll non-immigrant aliens as F-1 students. International students must attend on a full-time basis.

Because of the College's size and location in southern New Jersey and its semi-rural environment, prospective international students should be aware that:

1. Rowan College is a commuter college and dormitories are not available. The College does not maintain a housing referral list.
2. Transportation is needed as public transportation is limited.

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3. Mileage to locate Rowan College's Gloucester campus:
 - From New York City 99 mi. (2.0 hours driving)
 - From Philadelphia 20 mi. (35 minutes driving)
 - From Washington, D.C. 142 mi. (2.5 hours driving)

To Apply

International applicants must submit the following credentials for evaluation before an acceptance letter and I-20 form can be issued. These credentials must be received by the Rowan College Office of Admissions by July 15 for fall-semester applicants and by November 15 for spring-semester applicants:

1. A completed admission application.
2. An official transcript of high school work including graduation status. International credentials must be translated into English and certified as correct by an approved agency.
3. Language proficiency is necessary as Rowan College does not have an intensive English as a Second Language (ESL) program. A minimum TOEFL score [of 500 (paper), 173 (computerized), 61 (internet-based)] or other acceptable documentation of English proficiency is required for admission of international students coming from countries where the primary language of education is other than English. Please note that F1 Visa holders who have completed a U.S. high school graduation credential satisfy the English proficiency requirement. (*Current at time of printing. Please review the Rowan College website for up-to-date admission criteria.* [RCSJ.edu/gc/International](https://www.rcsj.edu/gc/International)).
4. A notarized statement that a sponsor will be responsible for all financial needs of the student while he/she attends Rowan College. This statement must be accompanied by the sponsor's tax records, bank statements or letter from an employer. Otherwise, a bank statement supplement will be required. Statements and supplements are located in the international student section of the Rowan College website. International students are not eligible to apply for financial aid and therefore must enter the College with full financial support. Please see page 60 for international student tuition rates.

Following admission, international students will be required to take the College's placement test and remediate any deficiencies. Students enrolled in a bilingual or ESL program should not be tested until they have completed such a program and taken the TOEFL.

The estimated annual budget (2019–2020 academic year) for immigration purposes includes tuition and fees, room and board, transportation, personal and summer expenses. Contact the Office of Admissions at 856-415-2209 or visit the website [RCSJ.edu/gc/International](https://www.rcsj.edu/gc/International) for more information.

(Reference Board policies 3105 and 8101)

Contact the Office of Admissions

Telephone: 856-415-2209
Fax: 856-468-8498
Email: admissions@rcsj.edu
[RCSJ.edu/gc/Apply](https://www.rcsj.edu/gc/Apply)

Nursing and Health Professions and Auto Tech Selective Admissions

Diagnostic Medical Sonography, Nuclear Medicine Technology, Nursing, LPN-RN Nursing Track, Physical Therapist Assistant and Automotive Technology are selective admission programs. Acceptance to these programs is competitive. Applicants must obtain an admission packet for their program in addition to the College's standard application materials. Nursing and Health Professions applicants are required to attend a mandatory information session as part of the application process.

Selective admission programs have a two-tiered application requirement. Applicants must complete the general admission process. In addition, candidates must complete the application process for their program as outlined in the admission packet specific to the program of interest. The admission packets have specific requirements that must be fulfilled to apply to a selective admission program. The admission packets for the next academic year are available on the Rowan College website by mid-summer. Applicants must be certain they use the packet for the year they wish to apply. All materials may be picked up in person at the Admissions Office in the Student Services building or can be found on the College's website, [RCSJ.edu/gc/SelectiveAdmissions](https://www.rcsj.edu/gc/SelectiveAdmissions).

Health Requirements for Nursing and Health Professions

Upon acceptance to the Nursing and Health Professions programs, students are required to submit a health packet provided by Rowan College. Components of the health packet include a complete physical examination by the student's licensed health care provider. Students must provide documentation confirming immunizations and titers validating immunity for measles, mumps and rubella (MMR, hepatitis B [series of three immunizations]) and varicella. Also required is Tetanus Toxoid and annual Mantoux (TB) and influenza vaccine, including laboratory tests to include a complete blood count. Upon acceptance, students must provide evidence of health insurance and maintain coverage while enrolled in the program(s). All health requirements and clinical requirements are discussed in the information sessions. Students are responsible for all fees associated with health and clinical requirements.

Criminal History Background Checks

Students may be subject to criminal history background checks as they participate in college classes or for subsequent employment depending on the major in which they are enrolled or the employer who hires them upon completion of their college work. Students who may not be employable within their chosen field due to their criminal history may be counseled to transfer to another major if the criminal history becomes known.

The College will cooperate with all institutions and agencies requiring such checks and will strive to inform students through regular sources, such as the catalog and handbook, of programs in which criminal history background checks may be necessary. However, due to evolving and new requirements for such checks, the College may be unable to provide all information necessary regarding every profession, institution or agency requiring criminal history background checks.

Accordingly, it is the responsibility of the student, not the College, to understand the requirements for such checks. All costs for background checks or other such reviews or activities will be borne by the student. Details on necessary criminal history background checks for specific programs and the processes associated with them will be provided in accordance with administrative procedures.

(Reference Board policies 8103 and 7401)

Special Admissions

Technical Studies, Certified Clinical Medical Assistant, Automotive Technology and Paralegal certificates have specific admission criteria that must be followed. Please refer to the program of study guidelines for details or call the Office of Admissions at 856-415-2209.

Center for College and Career Readiness

Design Your Future

The Center for College and Career Readiness provides programs and resources for high school students of Gloucester and surrounding counties. Rowan High School Start, a premier educational partnership between Rowan University, Rowan College of South Jersey and local high schools offers dual enrollment opportunities to students seeking affordable, practical ways to earn credit and prepare for the rigors of excelling in a collegiate environment. Such programs and resources provide exposure to higher education in the form of college-level advisement, earning college credit at an affordable price and navigating enrollment procedures.

College Advisement for High School Students

The Center for College and Career Readiness staff maintains a schedule of student appointments at various high schools in southern New Jersey. Students may contact their high school Guidance Department to learn when Rowan College is visiting.

- **Students looking to enroll in college courses while still in high school** may schedule an appointment with a Center for College and Career Readiness Advisor to develop an educational pathway and register for courses via the High School Option Program (HSOP).
- **High school seniors** can gain assistance navigating the Rowan College enrollment process by meeting with the Administrator of Priority Admissions.
- **Students who qualify for NJ STARS** may meet with the High School Outreach Coordinator to discuss the enrollment

process and scholarship requirements. See page 66 for additional NJ STARS information.

Visit RCSJ.edu/DesignYourFuture to schedule an appointment or learn more about the Center for College and Career Readiness's programs.

Earning College Credit

High School Option Program

The High School Option Program (HSOP) grants approved high school and homeschooled students the opportunity to take Rowan College courses while still in high school. HSOP students receive a 65 percent discount on tuition and per-credit fees applied to an unlimited number of courses (textbooks and specialized material/lab fees are not included). Courses taken via HSOP can be applied to a Rowan College degree program or may be transferred to another university upon high school graduation. Students may also satisfy high school graduation requirements through the New Jersey Department of Education's Option Two experience, explore career interests and/or complete any required remediation. Scholarship opportunities for HSOP students are available for qualifying students. **Please note:** The 65 percent discount will be applied through the spring semester of the senior year. Once the summer semester commences, the HSOP discount will not be applied for current seniors.

Requirements for participation:

- age 15 or older and have completed freshman year of high school
- satisfy all testing and course prerequisites necessary for course registration
- register for courses with a Center for College and Career Readiness advisor

Upon graduating from high school, all incoming Rowan College students must complete the admissions application, satisfy the placement test requirement and submit an official high school transcript. For select high schools, this may be done through the Priority Admissions Program.

Dual Credit

Dual Credit provides high school students the ability to earn college credit for coursework completed in the high school, taught by approved high school faculty members. Students may apply their credit to Rowan College degree programs or request the credit to be transferred to other institutions of higher education.

Dual Credit agreements are posted to the website. A maximum of 30 college credits may be awarded through the Dual Credit and Advanced Placement (AP) programs.

Please note: *Rowan College cannot guarantee the transfer of college credit earned through Dual Credit. Dual Credit will not be awarded retroactively; rather, only articulated courses successfully completed during the timeframe in which a Dual Credit agreement has been established. Deadlines for admissions and payment must be met to be considered for Dual Credit during the agreement timeframe.*

Customized Program Articulations

Customized Program Articulation (CPA) agreements are crafted between Rowan College and local high schools to better prepare students for transfer into career-oriented programs of study. Programs include: Drafting, Graphic Arts, Law Enforcement, Business, Computer Science and Health Professions. A maximum of four college credits may be awarded through CPA. To receive credit, students must complete customized program coursework according to their high school's articulation agreement with a final grade of B or higher in all classes associated with CPA. Upon matriculation into a degree program and submission of the CPA form, the articulated course will be posted to the Rowan College transcript as transfer credit.

Priority Admissions Program

Designed to help students in their senior year transition from high school to Rowan College, this program provides added support to enroll at Rowan College with ease. The Center for College and Career Readiness team helps each student navigate the admissions, testing and financial aid processes. This allows students to register in the spring of their senior year of high school prior to other incoming freshman. The strong collaboration between the high school Guidance Departments and Rowan College enhances student success in navigating college enrollment and also facilitates scholarship opportunities. This program is available to in- and out-of-county high schools.

High School Partnerships

Educational partnerships with local high school Academy Programs accelerate student learning in specific career pathways during the high school day. Students benefit by the integration of Advanced Placement (AP) and Dual Credit coursework, in addition to college-level courses to further prepare them for post-secondary education and career goals. Academy Partnerships are customized according to each school's curricular design and include the following options: Allied Health, Engineering, Biomedical Sciences, Finance, Business, Information & Digital Communications and STEM. A variety of high schools have built an Rowan College period into the school day to support the success of students taking online courses through HSOP.

Find more information at RCSJ.edu/DesignYourFuture.

College Readiness Program

Summer Bridge

The Summer Bridge program is a dynamic, five-week summer program offered at no cost to eligible students. Students complete foundational reading and/or math courses so they are prepared to enroll in college-level coursework the following fall and/or spring semesters. Student Success workshops are a highlight of the grant-funded Summer Bridge program.

The Summer Bridge Program was developed under a grant from the State of New Jersey that is administered by the New Jersey Office of the Secretary of Higher Education (OSHE). However, these contents do not necessarily represent the policy of the State of New Jersey or the OSHE; endorsement by State Government should not be assumed.

Contact the Center for College and Career Readiness

Telephone: 856-415-2205

Fax: 856-468-8498

Email: designyourfuture@rcsj.edu

RCSJ.edu/DesignYourFuture

Placement Requirements

Rowan College requires all newly-admitted students to take the College Placement Test, which places students at their current ability level in Reading, Writing and Math, or to satisfy one of the exemption requirements. The placement test is taken after admission to the College but prior to registering for classes.

Exemptions from the placement test include:

- A transfer student who has successfully completed both college-level English and college-level Mathematics, with a grade of "C" or better, is exempt from the College's Placement Test and course placement.
- A student who has taken a placement test at another institution is exempt from retaking the test but must comply with the College's admission and placement requirements. The student must present a copy of his or her scores to the Testing Center. If the student completed any developmental courses as a result of the test, he/she must submit a copy of his/her transcript showing a grade of "C" or better from the other institution to the Office of Admissions. If a student requires remediation and did not complete the remediation, they will be placed according to the results of the placement test.
- A student who already has a college degree is exempt from the placement test and course placement, upon the presentation of his/her transcript to the Office of Admissions. If the student's degree does not include a college-level Writing or Mathematics course, the exemption will be considered on a case-by-case basis.
- A student who is age fifty-five or over is exempt from the placement test after submitting verification of age to the Office of Admissions, except for selective admissions applicants.
- A student in a Certificate of Achievement program may be exempt from the placement test.
- Any visiting student who attends a two- or four-year institution and:
 - has completed the necessary pre-requisite courses and
 - is taking a course(s) at the College as a non-matriculated student is exempt from taking the placement test.
- Any applicant with verified military service is exempt from taking the placement test.

Exemptions are determined based on the evaluation of official college documents; i.e., transcripts or grade report and letter of verification from a college official. Exemption validation will permit the student to register for college-level courses. Exceptions will be handled on a case-by-case basis.

(Reference Administrative procedure 8105)

Students will receive a copy of their test scores and any remediation requirements upon completion of their Rowan College placement test. The test is administered in the Rowan College Testing Center by appointment. Students can make an appointment by calling 856-415-2268 or by visiting [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/testing).

Testing Arrangements for Students with Disabilities

Students with documented learning or physical disabilities that prevent them from taking the placement test under standard conditions may request special accommodation and administration of the test to meet their needs. Please contact the Department of Special Services at 856-415-2265 for more information.

Testing Center

The Testing Center provides proctoring services for testing on Rowan College's Gloucester campus for Rowan College students and others from the surrounding community. The Rowan College Testing Center administers the placement test and provides makeup testing services for Rowan College students and faculty. The center also provides testing for college credit with the CLEP and DSST tests for both Rowan College and non-Rowan College students. Additional services include the ParaPro test for educational professionals, along with the Miller Analogies for graduate students, the TEAS test for Nursing students and Distance Learning testing for non-Rowan College students. The Testing Center works closely with the Nursing and Health Professions Division, providing testing services for their Selective Admissions Nursing candidates by administering the HESI and ACT tests. All tests are given in compliance with the NCTA Professional Standards and Guidelines. A PHOTO ID is required for all tests administered in the Testing Center. NO CELL PHONES or any other electronic devices are permitted while taking tests in the center.

American College Test (ACT)

Residual ACT

For the convenience of applicants to the Health Professions selective admission programs, Rowan College serves as an assessment center for the Residual American College Test (ACT). Residual ACT scores can be used only by the testing institution and cannot be sent to other colleges. Applicants to selective admission programs are responsible for including copies of their Residual ACT score reports in their Selective Admissions portfolio, as outlined in the respective Program admission packets.

Rowan College administers this exam several times a year. For testing dates, visit [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/testing). Register for the test in the Testing Center. For additional information, call 856-415-2268 or 856-681-6249.

National ACT

The National ACT is administered by Rowan College throughout the year. For information on registration, test dates and fees, visit the National ACT website at actstudent.org or contact the Registration Department for Students at 1-319-337-1270.

The Rowan College Test Center Code is **025610**. Applicants can have their test scores sent to other institutions as well as to Rowan College. Students applying for selective admission programs may also register for the National ACT.

Health Education Systems, Inc. (HESI) Admission Assessment Exam

Rowan College serves as a test site for the HESI Admission Assessment Exam for applicants to the Nursing and Physical Therapy Assistant programs. Only tests taken at the College will be accepted for admission to its Nursing programs. Students are responsible for including an official copy of their HESI scores in their portfolios, as outlined in the Rowan College Nursing, LPN-RN and PTA admission packets.

The HESI exam is administered in the Rowan College Testing Center, located adjacent to the tennis courts, where arrangements to take it can be made. **In-person registration is required.** The HESI Admission Assessment Cumulative Score Report will be available 24 hours after test completion. For more information about taking the HESI, contact the Testing Center at 856-415-2268 or 856-681-6249.

Contact the Testing Center

Telephone: 856-415-2268

Location: Welcome and Testing Center, adjacent to the tennis courts

[RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/testing)

Student Records and Registration

The Office of Student Records, located in the Student Services building, maintains the academic records of students from their initial semester of registration through graduation. It serves students and faculty by providing access to necessary information to support their educational experience. Students can login to the Portal to review College email, request enrollment verification, view grades, degree audits, unofficial transcripts and more.

Course Registration

Course registration is available to all students at various times throughout the year and may be done in-person or online depending on student type. Registration dates and times are featured on the College website at [RCSJ.edu/gc/Courses](https://www.rcsj.edu/gc/Courses). All students are encouraged to meet with an academic advisor for registration. This can be done through an appointment or during open advisement hours in the Student Services lobby. Advisement appointments are scheduled online at [RCSJ.edu/gc/Advisement](https://www.rcsj.edu/gc/Advisement).

Student registration is based on the number of credits that have been successfully completed at Rowan College and/or the participation in special cohort groups that have special registration processes. All current students receive an **email notification** to confirm their status of whether or not they require a PIN number to register through the Rowan College Portal. Students who require a PIN number **MUST** meet with an advisor each term to receive their PIN number.

- **Current Students** who do not require a personal identification number (PIN)* may begin registering the first week of registration through the RCSJ Portal.
- **Current Students** who require a PIN* may begin to register the second week of term registration. Students must meet with an academic advisor to obtain a PIN. Students then register through the RCSJ Portal.
- **New students** are eligible for Open Registration dates and also require a PIN. Prior to registration, new students should apply to the College, receive an acceptance packet and satisfy the placement test requirements.
- **Visiting Students** must complete the online visiting student application and are encouraged to register via the online Visiting Student Registration Request form located at [RCSJ.edu/gc/VisitingStudent](https://www.rcsj.edu/gc/VisitingStudent). Visiting Students are non-matriculated and not eligible for financial aid.

Students who receive a status error of Reserve Closed or Campus Restriction must select another section.

**Current students with a minimum of 15 non-remedial RCSJ credits can register without a PIN number. All other students require a PIN to register. Special cohort groups (Athletes, EOF, HSOP, T2K, NJ STARS, etc.) may require a PIN regardless of credit number.*

Cancellation of Courses

RCSJ reserves the right to cancel a scheduled class when registration is insufficient. Students should review their schedules the day prior to the term start for any changes.

Change of Instructor

The College reserves the right to change instructor assignments without prior announcement.

Schedule Changes (Drop/Add)

Students may change their schedule after registration by either performing the drop/add online or through the use of a Schedule Change form in conjunction with an academic advisor in the Student Services building. Registered students may complete a Change of Schedule form or drop/add online during the designated registration period.

Waitlisting

A waitlist option may become available when select courses reach capacity. This feature allows students who wish to enroll in a closed section to add their name to an electronic list on a first-come, first-served basis. This automated process notifies students via their Rowan College student email if a seat has opened and it is their turn to register for the class within 24 hours. If registration does not occur, the seat will be offered to the next student on the waitlist. As a courtesy to other students on a waitlist, students are asked to remove their name if they are no longer interested in enrolling in the specified course section.

Transcripts

Official transcripts are available from Student Records. Students must submit a completed Transcript Request form, found at [RCSJ.edu/gc/Transcript](https://www.rcsj.edu/gc/Transcript). A non-refundable fee must be paid prior to processing all official transcripts. Fees are \$5 for regular five business day processing or \$10 for next-business-day processing. The College uses the United States Postal Service for all mailings and does not offer expedited mail service. Students planning to transfer should know the application deadlines of the school(s) to which they are applying and arrange to have their transcripts sent accordingly.

No person other than the student will be given a student's transcript or any part of his/her academic record without the student's written consent. Students must sign a release to share records. The student and any person authorized by a release are required to show photo identification when picking up a transcript. In legal conflicts, student's records may be subpoenaed.

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended helps protect the privacy of student education records. The intent of the legislation is to ensure the privacy and accuracy of education records. It applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

Change of Information

Students must immediately notify the Office of Student Records of any change in legal address or name. The College must maintain up-to-date records to ensure students receive vital information including financial aid refunds, tax information and other important communication. To view instructions on changing information, please visit [RCSJ.edu/StudentRecords](https://www.rcsj.edu/StudentRecords) and click the "Name and Address Change" link.

Preferred Name

Rowan College strives to serve all students in our community and recognizes that students may use a name other than their legal name to identify themselves. To encourage a more open and inclusive environment, Rowan College allows students to use a preferred first name, other than their legal first name, on certain College documents. Students who wish to use a preferred first name are able to have that name printed on their College student ID, class rosters and eLearning. Students wishing to use a preferred first name must complete a request form, which is sent directly to the Office of Student Records at registrar@rcsj.edu. Please note that changing a preferred name for certain records does not change the student's legal name with the College and preferred names must be approved by the College.

Legal documents that are not eligible for preferred name include, but are not limited to: official transcripts; Registrar's records; grading; government and state requests; official correspondence; all financial documents and Federal and State Aid documents. In such instances, the College is obligated to use a student's legal government name.

(Reference Board policy 8111)

Enrollment Verification

Current students may request enrollment verification through the Rowan College Portal or at the Office of Student Records. Enrollment verification can be used as proof of registration for certain agencies, including but not limited to insurance agencies, U.S. Courthouses, loan and financial institutions, etc. Please note that students with account holds must submit verification requests in person at the Student Services building.

Confidentiality of Student Records

Please see page 13 for information regarding FERPA and the Confidentiality of Student Records.

(Reference Board policy 8109)

Diplomas

During the annual Commencement ceremony, graduates receive a diploma jacket. However, the official diploma is formally ordered once all final grades have been posted and graduation petitions reviewed. With their diploma, graduates will receive a free copy of their official transcript. Students may visit the Office of Student Records with photo ID during the pick-up period to receive their diploma and free grad transcript. After the pick-up period, diplomas and grad transcripts are mailed to students. Graduates should verify their address is correct on the Rowan College Portal. Pick-up and mail dates are available on the Student Records website, under "Diplomas."

Duplicate diplomas are available at a cost of \$35 per copy. Students may request duplicate diplomas by completing the Duplicate Diploma Request form found on the Student Records website. Diploma orders require four to six weeks for processing.

Contact the Office of Student Records:

Telephone: 856-415-2233

Fax: 856-468-8498

Email: registrar@rcsj.edu

RCSJ.edu/StudentRecords

Financial Services and Information

Gloucester Campus Tuition and Fees

(as of Fall 2019; all costs subject to change)

1. Tuition

Gloucester and Cumberland County Residents	\$108.00	per credit
Out-of-County Residents ¹	136.00	per credit
Out-of-State Residents	280.00	per credit
International Students	300.00	per credit
NJVCC Online Courses ²	100.00	per credit
High School Option (HSOP)	65% Discount	
<i>(discount applies only to tuition and per credit fees, no limit on number of courses)</i>		
High School Dual Option	125.00	per course [†]
<i>([†]for classes taken at high school. If taken at Rowan College pay HSOP rate.)</i>		
Partnership Agreements	33% Discount	
<i>(discount applies only to tuition and per credit fees)</i>		
Senior Citizen Discount	100% Discount	
<i>(discount applies only to tuition, no limit on number of courses)</i>		

2. Required Fees

General Service Fee	42.00	per credit
Capital Construction Fee	2.00	per credit

3. Program Fees

Fee is applied per semester for students enrolled in Nursing, Allied Health	\$1,150.00
Fee is applied per semester beginning second academic term for students enrolled in Physical Therapist Assistant and Automotive Technology	\$1,000.00

4. Course Fees

Fees are applied to courses according to the following categories. Please check the course description section to see which fees apply to your selected course(s).

A. Computer Laboratory	25.00
B. Art (some courses), Civil Engineering, Drafting, Computer Graphic Arts	40.00 ^x
C. Automotive Technology, Science	75.00
G. Lab Fee – 1 Contact	108.00 ^x
H. Lab Fee – 2 Contacts	216.00 ^x
I. Lab Fee – 3 Contacts	324.00 ^x
J. DMS 106, 210, 221	50.00 ^x
K. Curriculum Review Fee	400.00 ^x
O. Online Technology Fee	75.00
Q. Quickbooks – BUS 207	150.00 ^x
R. PTA Assessment Fee	200.00 ^x
S. PTA Clinical Fee	100.00 ^x
T. PTA Practice Exam Fee	150.00 ^x
W. BIO 212 (Wetlands Institute)	250.00 ^x
Y. Honors Research – BIO 230	200.00 ^x

5. Additional Fees

Late Registration Fee (full- or part-time)	20.00
Graduation Fee	65.00
Late Payment Fee	30.00
Payment Plan Fee	40.00
Returned Check Fee	▣ plus 30.00
Stop and Reissue Check Fee	▣ plus 30.00
Reissue Check Fee	▣ plus 30.00
Reissue NMT Badge Fee	▣
ID card Replacement Fee	10.00
ACT (Residual) Exam ^o	
LEXIS-NEXIS Annual Fee ^o	▣
CCMA Phlebotomy, EKG and Medical Assistant Fees ^o	▣
Nurse Entrance Test (NET) Fee ^{o a*}	§
Nursing and PTA HESI Admission Assessment Exam Fee ^{o a} (per test)	§
Nursing HESI Exit Exam (NUR 220) Fee ^{o a} (per test)	§
CLEP/DSST Fees —	
Test Administration Fee	25.00 per exam
Examination Fee	§
Other Standardized Tests Fee	§
Liability Insurance (Nursing and Health Professions students only)	▣
Library Membership Fee —	
Non-student County Residents**	10.00 per annum
Transcripts (processing options)	5.00 plus ▣ per standard (3-5 business days)
	10.00 plus ▣ per expedited (next business day)
Replacement Diploma Fee	35.00

^o Fee subject to change

▣ Cost pass through

§ Cost pass through plus \$25 administration

¹ Out-of-county students must apply for a Certificate of Residence (charge-back) from their home county as required by State Statute 18A:64A-23; 18A:64B-4.

² The NJVCC Online course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.

^a Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus \$25 fee to administer the test.

⁺ The NET is NOT required for applicants to Rowan College's Nursing program. Rowan College is a NET testing site for other Nursing programs.

** County borrowers from communities not participating in the GOLD System.

^x These course fees are in accordance with programs listed in the Academic Catalog.

(Reference Board Policy 6203)

Student Payments, Delinquent Accounts and Refunds

Board policy 6201

Student Payments

Tuition and fees are payable at the time of registration or by the payment deadline, if the student is enrolled prior to the payment deadline. It is the student's responsibility to make any arrangements for alternate payment, such as a payment plan, financial aid, scholarships, student loans, or a third party payment arrangement.

A student is expected to meet or to make arrangements to meet all financial obligations as they occur at the College. Any student with outstanding financial obligations to the College will not be permitted to register for courses, receive transcripts or a diploma, or have transcripts sent on his/her behalf until any financial obligation is satisfied. The College also reserves the right to cancel previously registered courses of students who do not meet the payment deadline.

Non-refundable tuition deposits, e.g., Nursing and Health Professions and Rowan Choice, will be maintained by the College under the student's account until the end of the academic year in which the deposit was required then a new, non-refundable tuition deposit will be required for the next academic year.

Delinquent Accounts

While the College will exhaust all means to collect on unpaid student accounts **prior** to the use of collection agencies, attorneys and/or credit bureau reporting, the College reserves the right to take legal action to collect payments that are owed.

Understanding there are circumstances where balances cannot be collected, the College will have the ability to write-off, in full, any account that has had an account balance for at least three years and is deemed uncollectible.

Refunds

Eligible refunds are mailed in the form of a check to the student at the address on file. Financial aid related refunds are processed in accordance with federal regulations within 14 calendar days of disbursement. Non-financial aid related refunds are processed six to eight weeks after the start of the semester.

Refund calculations for dropped courses is 100% before the semester begins and 50% during partial refund periods only. Partial refund periods are based on the length of the class. These refunds are limited to per-credit tuition and fee charges and course material fees and are assuming that payment was made in full. If payment in full was not received, a balance may still be owed.

Any exceptions to this policy must be approved by the President or his/her designee.

References:

Rowan College of South Jersey Administrative Procedure, 6201 Student Payments, Delinquent Accounts and Refunds

General Payment Information

- Payment for courses is due by the applicable payment due date. If registration for courses occurs after the payment due date, payment is due on the day of registration.
- **RCSJ does NOT mail semester bills.** Upon registration, a bill is automatically generated. To view or pay your bill online, please log in to the Portal and click the "Term Bill" link on the student page heading. Payment options are located at the bottom of the page.
- A \$20 late registration fee will be charged for enrollment during late registration.
- Failure to pay for courses can result in the dropping of classes, holds on your student account that prevent further registration and the viewing of grades and transcripts or collection attempts.
- A student who decides not to attend a class(es) must officially drop the course(s) by either going online within the specified time frame or via a Schedule Change form in person with an Academic Advisor. Not attending does not excuse your bill.

Payment Options

Rowan College offers many ways to make financing one's college career convenient and attainable. Payments can be made in person, online or over the phone.

There is a payment plan available for the fall, spring and summer semesters. A non-refundable \$40 fee is due at the time of enrollment along with the first payment. All payments must be made electronically through a credit card, debit card, checking account or savings account. There is no monthly billing.

Payment plan students who drop classes or withdraw are not exempt from the normal refund calculation. Considering the timing of the drop and payments received, a balance may still be due.

For more information on payment options, please visit [RCSJ.edu/BusinessOffice](https://www.rcsj.edu/BusinessOffice).

Books

Cost of books will vary, depending on curriculum and courses, but averages about \$1,000 per semester for a full-time student. Textbook information is available at rcgc.bncollege.com.

Drops, Withdrawal and Refunds

Students who wish to officially drop their course must do so through their Portal account or by completing a Schedule Change form and submitting it to the Student Records office prior to the drop deadline. Based on the date of the drop, refunds, when applicable, are limited to the perspective tuition and certain fees.

continues on page 62

If a student wishes to withdraw from a course, he/she must complete a Withdrawal form and meet with their advisor before the required deadline. Please note that withdrawing from a course will not reduce or eliminate a tuition bill in any way.

For information about withdrawals and financial aid, please see page 63.

Percentage of Refund

- 100% before semester begins
- 50% during partial refund periods
- No refunds beyond that time*

For specific partial refund period dates, go to RCSJ.edu/BusinessOffice.

Refunds are limited to per-credit tuition charges and course material fees, and are assuming payment-in-full was already made. If payment-in-full was not made, a balance could still be owed.

For courses whose schedules digress from the traditional start dates of fall, spring, winter and summer, please contact the Business Office at 856-415-2226 for the applicable refund schedule.

Please allow six to eight weeks for processing of refunds. No refunds will be made beyond this schedule. See the section on Academic Rules and Procedures in this catalog for additional information on withdrawals.

Senior Citizens

Senior citizens age 60+ with proof of age will be eligible for reduced tuition rates for credit courses as long as there is space available and there is not additional cost to the College as a result of the reduction. The reduced tuition rates will be determined periodically by the Board of Trustees. All other applicable fees and costs must be paid. Waiver amount is calculated and applied by the Bursar and/or designee.

(Reference Board policy and Administrative Procedure 7113)

Form 1098-T

Students may be eligible for a federal education tax credit, depending on their income (or household income, for dependent students), full or half-time enrollment status and the amount of qualified tuition and related expenses (QTRE) for the year.

Rowan College mails 1098-T forms to all eligible students at the address that is on file with Student Records. To view/print a copy of their 1098-T form, students should log into the RCSJ Portal to access their student account. If there are any inaccuracies on Form 1098-T, students must alert the Business Office before March 15. Figures are reported to the IRS by Social Security Number (SSN). If a student's SSN is missing or incorrect, the IRS will not receive correct information.

In 2017 and prior years, the 1098-T included a figure in Box 2 that represented the QTRE that was billed to the student's account for the tax year. Beginning with the 2018 tax year, IRS regulations

now require colleges and universities to report payments in Box 1 of the 1098-T form. Students will see a figure in Box 1 that represents the amount of QTRE paid during the year.

The College is unable to determine if students are eligible for a tax credit and is not permitted to provide tax advice. Students with questions should seek the counsel of an informed tax preparer or advisor.

Charge-Back Policy

Out-of-County Students

Students who live in a New Jersey county, other than Gloucester or Cumberland, whose county college does not offer the desired program are eligible for "charge back" benefits and are entitled to pay in-county tuition rates for an approved program. To apply for the charge back program, students must first obtain from their home county college a Certification of Eligibility for Charge Back Assistance form stating that the chosen program is not available there. The student is responsible to re-apply each semester for a charge back and adhere to established deadlines. The form should be taken to the county treasurer's office where the student resides. These forms should then be submitted to the Business Office at Rowan College by the 10th day of each semester. This is mandated by NJSA 18A:64A-23; 18A:64B-4.

(Reference Board policy 8403)

Residency

Tuition rates are adjusted based on a student's address. It is the student's responsibility to officially update Student Records of any change in address. Changes made after the 10th day of the semester will not affect tuition rates until the following semester. Address changes will not be back dated.

Financial Aid

The Free Application for Federal Student Aid (FAFSA) is the single form used to collect financial information to determine a student's financial need. Students must submit the FAFSA to the Federal Student Aid Programs Processor where it is evaluated and financial need is determined. The Federal Student Aid Programs Processor does not award financial aid, but determines financial need through the use of the congressional methodology formula. The FAFSA is used to determine eligibility for the following:

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Direct Student Loan Program
- New Jersey Tuition Aid Grants (TAG)
- New Jersey Educational Opportunity Fund Grants (EOF)
- New Jersey Governor's Urban Scholarship

The FAFSA must be submitted each year to be considered for financial aid. The FAFSA is available online at fafsa.gov.

Financial Aid is available in different forms: grants and scholarships, which do not have to be repaid; loans which are repaid after graduation or withdrawal from college; and work-study (usually 17 hours per week). Aid is based on the student's financial need and is the difference between the total cost of attending college and the total financial resources available to the student. To be eligible for any aid administered by the College, one must be a U.S. citizen or eligible non-citizen.

The College considers financial aid to students as a partnership with the students. All students enrolled for one or more credits are eligible for consideration of financial aid. Rowan College has no specific deadline for filing the FAFSA, but students are encouraged to file by May 1 to ensure that their files are processed prior to the fall billing deadline. Applications received after June 1 will be evaluated for financial aid according to remaining funds.

The Office of Financial Aid will process financial aid award requests on an ongoing basis up to the last day of the semester the student is enrolled.

Withdrawal/Financial Aid

Students withdrawing from a course or all courses must complete an official Withdrawal form from the Information Center in the Student Services building. Federal financial aid recipients are subject to a reduction of their financial aid if they completely withdraw or stop attending classes within the first 60 percent period of any given semester. Recipients are responsible for costs related to tuition, fees and books if their financial aid is revised or cancelled, if they are deemed ineligible for aid or if they have an incomplete financial aid file.

Satisfactory Academic Progress (SAP) — Financial Aid

Rowan College of South Jersey is required by Federal and State regulations to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. The Office of Financial Aid will evaluate SAP after the spring semester (or once a student's FAFSA is received).

A student's entire Rowan College transcript and records from other institutions (transfer credits) will be used to calculate academic progress.

In order to remain eligible to receive federal and state financial aid, students must continue to meet SAP requirements. Eligibility requirements for assistance from the federal and state financial aid programs are contingent on students meeting the minimum Qualitative (GPA) and Quantitative (pace) standards within a Maximum Time Frame (150%).

All students who have attempted 12 or more credit hours and who are failing to make SAP are ineligible to receive federal and state financial aid. Students will be notified of their SAP status via the student's Rowan College-issued email. Additionally, students can view their status on the Portal.

Qualitative Standard

Students must maintain the following minimum cumulative grade point average (GPA), depending upon the number of hours attempted:

Hours Attempted	Minimum GPA
12–24	1.500
25–66	2.000
67+	2.000

Quantitative Standard

Students must complete a minimum of 67 percent of all credits attempted to be considered making the quantitative standard. Satisfactory completion is defined as a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D- or P. Unsatisfactory completion is defined as a letter grade of F, I, W, NA, NP or X.

Appeal Process

Students found to be ineligible to receive federal and state financial aid are able to appeal their status to the Student Financial Aid Committee. All student appeals must include:

- A completed Rowan College Academic Progress Appeal form
- An explanation as to why the student failed to meet SAP requirements for each F, I, W, NA, NP or X
- An explanation as to what has changed that will allow the student to meet the SAP requirements moving forward
- Supporting documentation for any claims in the students explanation

Details of the Appeal Process

- The appeal process may take up to 30 days to be reviewed. Students may appeal only one time per mitigating circumstance. The Student Financial Aid Committee will not accept a verbal appeal.
- Appeals and all supporting documents are encouraged to be submitted at least 30 days prior to the start of the semester to ensure the appeal is reviewed before the start of the semester.
- Appeals will not be processed for courses the student is currently enrolled in.
- Approved appeals will not be retroactively approved for any previously completed term.
- If the appeal is denied or not completed by the start of the semester, the student may enroll using his/her own resources.
- If an appeal is granted, the student is then placed on Financial Aid Probation. The SAP Appeals Committee will determine whether the student must follow an Academic Plan while placed on Probation. A student on Financial Aid Probation may receive federal and state funds for one semester.

Probation without an Academic Plan

The Financial Aid appeals committee will determine whether the student is likely to meet academic progress standards following the probation period. If the committee finds that it is possible for the student to make academic progress following the probation semester, the student may not be required to be placed on an Academic Plan. Should the student still not meet the minimum SAP standards after the one semester of Probation, the student will lose their financial aid eligibility.

However, students who meet the below Qualitative and Quantitative criteria will automatically be put on probation and will not need an academic plan:

<i>Hours Attempted</i>	<i>Minimum GPA</i>
12–24	1.450-1.499
25–66	1.550-1.599
67+	1.550-1.599

Probation with an Academic Plan

If it is determined that a student will take more than one semester to meet academic progress standards, the student must be placed on probation with an Academic Plan. The Academic Plan is set up to help the students meet the minimum standards for academic progress. The student must come to the Office of Financial Aid to complete the Academic Plan form.

At the end of the probationary semester, the Office of Financial Aid will determine if the student is meeting the minimum standards for SAP.

1. If the student is meeting the minimum standards for SAP, the student will no longer be considered on a probation status for financial aid.
2. If the student is not meeting the minimum standards for SAP, the Office of Financial Aid will determine if the student has met the terms of his/her Academic Plan.
 - a. If the terms of the Academic Plan are met, the student will be eligible to continue on a probationary status for financial aid.
 - b. If the terms of the Academic Plan are not met, the student will be ineligible for financial aid until the student meets the minimum standards of SAP.

The student must come to the Office of Financial Aid to complete the Academic Plan form.

Reinstatement

Students who fail to maintain SAP have the option to attend courses at Rowan College and pay their institutional charges without financial aid assistance. Should the student obtain the minimum Academic Progress Standards, the student must notify the Office of Financial Aid.

Minimum Time Frames

Federal regulations limit the receipt of federal financial aid to no more than 150 percent of the course work required to complete any degree or certificate. Therefore, no further aid will be awarded when a student has attempted 150 percent of the credit hours needed to complete an associate degree program or one-year certificate program.

Example: An associate degree requiring 66 credit hours (150 percent of 66 = 99)

Example: A one-year certificate program requiring 30 credit hours (150 percent of 30 = 45)

- Developmental/remedial courses will not be included in the hourly limitation
- Transfer credits accepted toward a degree or certificate program will be included in the hourly limitation

Foundational Coursework

Foundational coursework will be counted towards determination of a student's Quantitative percentage. A student may receive federal aid for up to one academic year's worth of foundational coursework. For the purpose of this limit, that is 30 semester hours.

Transfer Credits

Rowan College will count transfer credit hours that are accepted toward a student's educational program as both attempted and completed. Transfer credits are not counted in GPA. Transfer coursework is added to a student's Rowan College transcript following an evaluation.

Repeat Coursework

Per regulatory changes effective July 1, 2011, Rowan College may pay financial aid for only one retake of any previously passed course. All attempted coursework will be used to determine Quantitative and Qualitative progress.

Withdrawal Grade

A student who officially withdraws from a course will receive a grade of "W," which will not affect the student's GPA but will affect the student's Quantitative Progress.

Incomplete Grades

A student who has received a grade of "I" will receive an incomplete for that course. The incomplete course must be completed by the end of the next semester. The grade of "I" will affect the student's Quantitative Progress. Incomplete grades that are not completed will be automatically changed to an "F" and will affect both the Quantitative and Qualitative Progress.

Academic Amnesty

Rowan College Academic Amnesty does not override, overturn or overrule the Office of Financial Aid academic progress calculation. The credits that were included in the Academic Amnesty will still be used in determining students' academic progress.

Audit Grades

If a student wishes to attend a class but does not wish to receive a grade or credit, the student may choose to audit the course. Audited grades are not counted in the Quantitative or Qualitative calculations and are not covered by financial aid.

Second Degrees

Rowan College will process financial aid for eligible Title IV recipients attempting second degrees. Degree credits from the first degree that are applied to a second degree will be counted towards the 150 percent measure in the second degree. Students must meet with their Academic Advisor to complete a degree evaluation prior to their financial aid eligibility being determined.

(Reference Board policy 8401)

Course in Program of Study

Federal regulations require that Title IV funding (Pell, SEOG, Federal Loan programs, etc.) are only able to be used to pay for course that are required in the student's program of study (major).

Grants and Scholarships

Foundation Scholarships

The Rowan College Foundation at Gloucester County offers numerous academic and program-based scholarships annually to qualified students who are enrolled on a full- or part-time basis. Some scholarships are sponsored by area clubs organizations, businesses, industries or individual donors. Scholarships are available for incoming students as well as currently-enrolled students. The criteria of each vary depending upon the scholarship classification, program of study or other requirements determined by the donor. Certain scholarships may be applied toward tuition while others may be applied toward text books.

To qualify, students generally must be in good standing and:

1. Have an above-average academic record (GPA of 2.500 or higher). Transcripts must be provided
2. Demonstrate financial need
3. Submit a letter of recommendation from a faculty member, guidance counselor or employer
4. Submit an essay on career objectives
5. Submit an Rowan College online scholarship application
6. Meet other criteria outlined by individual donors

Scholarships are advertised online in the beginning of the spring semester and awarded in the summer for the upcoming academic year. Scholarship opportunities are posted on the College website at RCSJ.edu/gc/Scholarships.

For more information, please contact the Scholarship Administrator at 856-415-2210 or email scholarships@rcsj.edu.

Presidential Start Smart Scholarship

In cooperation with the Rowan College Foundation, the College has established the "Presidential Start Smart Scholarship," an initiative created to provide qualified first-year students with a \$1,000 tuition award. Contact the Financial Aid Coordinator at 856-415-2210 for more information.

Gloucester County Intern Scholarship Program (ISP)

The Gloucester County Board of Chosen Freeholders, in cooperation with Rowan College of South Jersey, has established the Gloucester County Intern Scholarship Program, an initiative created to provide qualified, first-year students with a potential two-year tuition and fees award, along with field-specific work experience. This selective program will award students one free academic year at Rowan College's Gloucester campus, with the opportunity for scholarship renewal for a second year. Contact the Director of the Intern Scholarship Program at 856-681-6225 for more information.

Pell Grants

Undergraduate students with financial need are eligible for consideration. The federal Pell grant is available for up to 12 semesters of full-time enrollment. Students may only receive up to 600 percent of their Lifetime Eligibility Used (LEU) and may review their LEU at nslds.ed.gov.

Federal Supplemental Educational Opportunity Grants

Undergraduate students with the highest financial need are eligible for consideration. Grants are awarded for up to \$1,000 per year based on available funds.

Federal Work-Study Program

Rowan College offers a limited number of part-time jobs on campus to students. Work-study awards are based upon the amount of available funds and student financial need. Students interested in a work-study position should contact the Office of Financial Aid at 856-415-2219.

Tuition Aid Grants (TAG)

Tuition Aid Grants are awarded to full- and part-time undergraduate students demonstrating financial need. Eligibility is determined by the New Jersey Higher Education Student Assistance Authority based on the information reported on a student's FAFSA. Students can receive up to five full-time payments of TAG at Rowan College.

New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program

NJ STARS provides eligible Gloucester County high school graduates with free tuition to attend Rowan College.

Student must meet the following criteria, as outlined by the State of New Jersey:

A student must be a New Jersey resident for at least one year, rank in the top 15 percent of their junior or senior class, achieve the desired score on the College's placement test and enroll as a full-time, degree-seeking student at Rowan College. NJ STARS students must apply for all forms of federal and state grants yearly and comply with any state-requested verification and deadlines. Enrollment at Rowan College must begin no later than the fifth semester following high school graduation.

NJ STARS students who earn their associate degree from Rowan College and graduate with the required GPA, may qualify for the NJ STARS II program toward tuition at a four-year New Jersey institution. The NJ STARS program and requirements are established by the New Jersey Legislature. Visit the College's website or njgrants.org for updates on the program or contact NJSTARS@rcsj.edu.

Edward J. Bloustein Distinguished Scholars Program

Students demonstrating the highest level of academic achievement based on high school records and Scholastic Aptitude Test (SAT) scores will be selected for consideration by their secondary schools. Award amounts are determined by the New Jersey Higher Education Student Assistance Authority (HESAA). Financial need is established by filing the FAFSA. Scholarship is for NJ residents who graduated in 2010.

External Scholarships

As external businesses and organizations notify the College of scholarship opportunities, the information is posted on the Rowan College website at RCSJ.edu/gc/Scholarships. Scholarships are offered to qualified students by local clubs organizations, businesses and industries. External scholarship recipients are selected by the organization or business offering the award. To qualify, applicants generally must:

1. Have an above-average academic record (GPA of 2.500 or better)
2. Show financial need
3. Provide a letter of recommendation from a faculty member, high school guidance counselor or teacher
4. Meet other criteria outlined by the individual donor

Students can also learn more by contacting the external scholarship donor.

Veterans' Programs

Veterans' Benefits

Rowan College is approved by the New Jersey Department of Higher Education State Approving Agency under Title 38, U.S. Code, Section 1775 for Veterans' training. Students must apply by using the VONAPP application for Chapters 30, 33, 35, 1606 and 1607. Fry Scholarship and Vocational Rehabilitation students (Chapter 31) must also use the VONAPP application. Students must provide a DD214 and Certificate of Eligibility for benefit certification. Priority Registration is available for all Veteran and Dependent students.

VA Pending Payment Provision

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school **will not**:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Gloucester County Veterans Scholarship Program

Rowan College of South Jersey and the Rowan College Foundation at Gloucester County have partnered to establish the Gloucester County Veteran Scholarship Program (GCVSP), an initiative created to honor and support our veterans by providing a quality education at an affordable cost. Additional scholarships for veterans are also available through the Rowan College Foundation at Gloucester County.

Student Veterans Association

Our Student Veterans' Association is here to help students transition from soldier to student while interacting with fellow service members and veterans. Rowan College provides a military friendly environment for veteran students and is proud to host a chapter of the Student Veterans of America Association. Our military and veteran students have full access to the following services while on campus:



- The Veterans Book Shelf at our Rowan College Library
- Vet-to-Vet tutoring
- Veterans' Fitness and Camaraderie Sessions
- Operation Stand Down
- Priority Registration
- Veterans Lounge

Tuition Waiver Programs

New Jersey National Guard Free Tuition Program

This program is available to any active members in good standing of the New Jersey National Guard. Per N.J.S.A. 18A:62-1, guards may receive up to 16 credits per semester tuition free, provided they are enrolled in degree-seeking programs as undergraduate students in good standing and have applied for financial aid. Students will not be reimbursed for payments toward tuition and are still responsible for payment of program and course fees. Any guardsmen wishing to use the Free Tuition Program must provide a valid Commanders Certificate, DD-214 and waiver application within 30 days of enrolling for courses each semester. Tuition Assistance is available for all Active Service members.

Individuals interested in using their VA education benefits should contact the Veterans Education Liaison at 856-464-5239 or visit the Military Service office, located on the second floor of the Student Services building.

Unemployment Tuition Free Waiver

This program is available to students who meet the criteria established by the New Jersey Department of Labor. Approved students may enroll for credits at Rowan College and have the cost of tuition and related fees waived. Prior to enrolling, students must provide to the Office of Financial Aid their Tuition Waiver form with approved courses listed and comply with all requests for any additional documentation. Students cannot enroll prior to the first day of classes and must follow the Unemployment Free Tuition Waiver Policy, which is available online or in the Office of Financial Aid. For more information, contact the Office of Financial Aid at 856-415-2210.

Loans

William D. Ford Federal Direct Loan Program

Direct Loans provide low-interest assistance to students and parents to help pay for higher education. The lender is the U.S. Department of Education rather than a bank or other financial institution.

To be eligible for the Federal Direct Student Loan program, the student must complete the FAFSA, have enrolled for six credits at the time of disbursement, be in good academic standing, not have defaulted on a prior student loan or be in an over-payment status on any federal grant or loan.

The steps to apply for the Federal Direct Student Loan program are:

1. Have a current/complete and valid FAFSA on file with Rowan College
2. Complete all requests for additional information with Rowan College
3. Complete the Master Promissory Note (MPN) online at studentloans.gov
4. Complete the Entrance Counseling online at studentloans.gov

Students who are graduating, transferring or leaving Rowan College must complete an exit interview at studentloans.gov.

Taxpayer Credits

Please refer to irs.gov for acceptable use and eligibility for Federal Education tax credits.

Contact the Office of Financial Aid

Telephone: 856-415-2210
 Email: financialaid@rcsj.edu
RCSJ.edu/gc/FinancialAid

Academic Rules and Procedures

Attendance

Students attain maximum academic benefit through regular class attendance. Nothing else has yet been discovered to replace in value the daily, cumulative, educational growth that results from regular participation in class. This is especially true where ideas, concepts, points of view, social development, poise, confidence, knowledge and success derive from the interaction of students and faculty.

Therefore, students are expected to attend all class sessions for which they are scheduled. The effect of absences on student grades will be determined by each instructor, consistent with his or her stated policy provided in course outlines.

(Reference Board policy 8203)

Educational Foundations Attendance Policy and Grade

A student who does not successfully complete a foundations course and who misses 20 percent or more of the scheduled class time in a semester will be assigned a grade of No Progress (NP) as a final grade at the end of the semester.

Never Attended

Students who registered for a course and never attended a class session will receive a final grade of Never Attended (NA). They will no longer be eligible to withdraw from the course. The grade of NA does not affect a student's grade point average (GPA) but may have an adverse effect on financial aid (see page 62).

Grading System

Rowan College records academic achievement each semester according to the following grading system:

Grade	Significance	Quality Points
A	Excellent	4.000
A-		3.700
B+		3.300
B	Good	3.000
B-		2.700
C+		2.300
C	Satisfactory	2.000
C-		1.700
D+		1.300
D		1.000
D-		0.700
F	Failure	0.000
I		Incomplete

Grades/Codes that have no effect on GPA calculation:

W	Withdrawal	P*	Pass, Educational Foundations
R	Audit	X*	No Credit, Educational Foundations
NA	Never Attended	A*	Pass, Educational Foundations
		B*	Pass, Educational Foundations
		C*	Pass, Educational Foundations
		NP*	No Progress, Educational Foundations
TR	Transfer Credits		

Calculating GPA

A GPA is calculated by:

1. Multiplying the number of credits attempted for each course by the quality-point value for each grade
2. Adding the number of credits attempted and the number of quality points earned
3. Dividing the total quality points earned by the total credits attempted

Course Code	Grade Received	Quality Point Value	Credits Attempted	Quality Points
ENG 101	B+	3.300x	3 =	9.900
BIO 101	B-	2.700x	4 =	10.800
PSY 101	F	0.000x	3 =	0.000
HPE 101	A-	3.700x	1 =	3.700
			11	24.400

This student's GPA is 2.22 (24.40 divided by 11)

Students should note that:

1. GPA is unaffected by courses taken at other colleges
2. If a course is repeated, only the higher grade is included in GPA calculation
3. Educational Foundations courses other than CIA 100 COS 103 and PSY 100 are not included in GPA
4. "Earned Hours" are the total number of hours successfully completed

Why is your GPA important?

- GPA can affect your eligibility for Financial Aid and/or scholarships
- You must earn at least a 2.00 (C average) GPA to earn a certificate or degree
- Schools to which you may want to transfer will have a minimum GPA requirement, usually significantly higher than 2.00

Improving Your GPA

The best way to improve your GPA is to retake the courses for which you earned poor grades. Since the higher grade counts in your GPA, the lower grade will no longer be a factor. The following demonstrates how a student improves his/her GPA faster by retaking a course.

STUDENT A	STUDENT B
BIO 101, 4cr. X F, 0 points = 0 Quality Pts.	BIO 101, 4cr. X F, 0 points = 0 Quality Pts.
ENG 101, 3cr. X B, 3 points = 9 Quality Pts.	ENG 101, 3cr. X B, 3 Pts. = 9 Quality Pts.
7cr. 9 Q. Pts.	7cr. 9 Q. Pts.
9/7 = 1.285 GPA	9/7 = 1.285 GPA
If Student A takes a new course:	If Student B retakes BIO 101:
PHY 111, 4cr. X B, 3 points = 12 Q. Pts.	BIO 101, 4cr. X B, 3 Pts. = 12 Q. Pts.
11cr. 21 Q. Pts.	7cr. 21 Q. Pts.
21/11 = 1.909 GPA	21/7 = 3.0 GPA

As you can see, Student B who repeated his/her course improved his/her GPA significantly more than Student A.

What is the significance of letter grades on the Grade Report?

Grade of "P," "X" (Pass or Not Pass) or "NP" (No Progress)

- Students who successfully complete a foundational course will earn either a letter grade (A*/B*/C*) or a "P*" (Pass).
- Inadequate completion of a foundational course is indicated by an "X*" and the course will need to be repeated.
- See *Educational Foundations Attendance Policy and Grade* on page 68.

Incomplete Grades

A grade of incomplete (I) may only be reported for a student who has carried a course with a passing grade, but due to illness or other unusual and substantiated cause has been unable to complete the final examination or some limited amount of assigned work by the end of the semester

The student and faculty member must complete the Student Contract for Incomplete form prior to a grade of "I" being assigned. An incomplete grade must be removed by the last day of the next semester. Any incomplete not removed by the end of this period automatically becomes an "F."

Audit Grade

If a student wishes to attend a class regularly but does not want to receive credit, he/she can choose to audit the course. The student must register for the course, pay the tuition and any fees and then switch to audit status.

Requests are not accepted unless an Audit form is completed by the student, the course instructor and the Director of Advising grant approval. All audit enrollments must occur during the first half of a semester or its equivalent. Once processed, the course cannot be changed back to credit. The instructor will determine the conditions of the audit to which the student must adhere in order to receive an "R" grade, signifying successful completion. If the student fails to meet the conditions, a "W" will be assigned, signifying audit withdrawal.

Withdrawal Grade

A student intending to withdraw from a course or courses is responsible for initiating and completing the process at Student Services prior to the announced end of the withdrawal period — the end of the tenth week of a regular semester or two-thirds through shorter semesters. Signatures from personnel in other offices may be required.

A student who officially withdraws from a course will receive a "W" grade that will not affect his/her GPA. However, students involved in financial aid programs, College activities including athletics or who have other circumstances that require a minimum number of enrolled credits, may be adversely affected.

Early Alert

The College utilizes Early Alert Codes to inform students enrolled in Fall or Spring semester full-term courses if they are at academic risk, with a grade of below a "C" at the course's midway point. The Vice President of Academic Services sends a letter to each student advising them to seek additional support for the course(s) to improve their academic performance. Early Alerts are also the final opportunity to verify the student's attendance and for faculty to enter an NA (never attended) code.

Academic Honors

President's List

Outstanding scholastic achievement merits inclusion on the President's List compiled each semester. Any full-time student who has accrued a minimum of 12 college-level credits at Rowan College is eligible by achieving a 3.750 or higher semester GPA along with no failures or incompletes during a semester.

Part-time students may receive honors by earning 12 college-level credits with a cumulative GPA of 3.750 or higher with no failures and no incompletes. Honors may be accorded for each subsequent 12 college-level semester hours of credit using these guidelines.

An indication of this achievement will be placed on each student's permanent record. Students on probation are not eligible for this award. Only credit hours that are calculated in the GPA are considered for academic honors.

Dean's List

High scholastic achievement merits are included on the Dean's List, compiled each semester. Any full-time student who has accrued a minimum of 12 college-level credits at Rowan College is made eligible by achieving a 3.500–3.740 semester GPA with no failures or incompletes during a semester.

Part-time students may receive honors by earning 12 college-level credits with a cumulative GPA of 3.500–3.740 with no failures or incompletes. Honors may be given for each subsequent 12 college-level semester hours of credit using these guidelines.

An indication of this achievement will be placed on each student's permanent record. Students on probation are not eligible for this award. Only credit hours that are calculated in the GPA are considered for academic honors.

Graduation Honors

Graduates with a cumulative GPA of at least 3.750 will have this accomplishment recognized on their transcripts. Honors graduates will receive a special tassel to wear at Commencement.

(Reference Board policy 3101)

Academic Credits

Definition of a Credit Hour

Credit hours are calculated using the Carnegie Unit system. The semester credit hour, which is the unit of credit at the College, is normally the equivalent of a subject pursued during one 50-minute period for at least 15 weeks of regularly scheduled, student/faculty instructional activity. Equivalentents are calculated as follows:

- One 50-minute lecture period is equivalent to one credit.
- Two or three 50-minute laboratory periods are equivalent to one credit.
- Three to five 50-minute practice periods (clinical experience, visual or performing art studio sessions, supervised student teaching, field work, etc.) are equivalent to one credit.

- Independent study hours are calculated the same as practice credit.
- Credit for cooperative education work experience is based on the quantity of required and approved work that is completed. The credit hours are determined between the supervising faculty and the work supervisor at the cooperating site, using an approximate ratio of 10-12 hours of work per week during the academic semester to one credit.
- For cooperative education, internship, field study, practicum or clinical courses, a minimum of 45 contact hours must be completed to earn one credit.

Credit Limits

Students with a cumulative grade point average (GPA) between 2.000 and 3.499 may register for a maximum of 18 credits during the fall, spring and summer semesters and 8 credits during the winter semester. In order to exceed these established credit limits, students must have written approval from the Director of Advising. Students with GPAs of 3.500 or higher may exceed the credit limits without written approval.

(Reference Board policy 8205)

Credit by Examination

Rowan College supports credit by examination and provides the opportunity for students to earn up to 16 credits through various academic examinations.

- **CollegeBoard™ Advanced Placement (AP) Examinations**
accelerate achievement and academic progress by awarding college credits to students who complete college-level coursework while still in high school. To earn credit, a student must complete an approved CollegeBoard™ course and achieve a score of four or higher on the AP exam. Students must send the official AP score report or a copy of the score report to the Office of Admissions and credits will be posted as transfer credits upon enrollment. For a listing of how AP Examinations will transfer to Rowan College, please visit RCSJ.edu.
- **College Level Examination Program (CLEP)**
Students may demonstrate mastery of introductory college-level material through specific CLEP exams. ACE credit recommendations are used for Rowan College course equivalent courses.
- **Dantes Specific Subject Examination (DSST)**
Students who have acquired college-level knowledge through life experience, employment or independent study may demonstrate their knowledge through specific DSST exams. ACE credit recommendations are used for Rowan College course equivalent courses.

Rowan College is an official testing center for the CLEP and DSST. Credits will be awarded only for courses that are applicable to the student's program at the College.

Testing is done by appointment only. Please contact Testing Services by calling 856-681-6249 or 856-415-2268 or visit

RCSJ.edu/gc/Testing.

Academic Progress, Probation and Leave

- **Academic Progress:** A student is deemed to be making satisfactory progress toward the completion of program requirements when the student has earned a cumulative grade point average of 2.000 or higher. Academic standing is calculated at the conclusion of each fall, spring and summer semester.
- **Academic Probation:** A student will be placed on academic probation when their cumulative GPA falls below 2.000 after a minimum of 12 college-level credits have been attempted. Academic probation and leave credit restrictions apply to every semester.
- **Credit Restrictions and Requirements While on Probation:**

During the first semester on academic probation, the student may enroll for no more than 14 credits. This credit restriction will continue as long as the student is on probation and the semester GPA is at least 2.000. The student is notified of their status and encouraged to meet with their Academic Advisor.

During any semester on academic probation, should the semester GPA fall below 2.000, the student will be further restricted to 12 credits for subsequent semesters while on probation. Students who are restricted to 12 credits are notified and are required to meet with the Probation/Academic Leave Advisors, who will provide advisement that includes participation in the Academic Recovery Program. Educational Opportunity Fund (EOF) students and Rowan Choice students receive advisement in those areas.

Students on academic probation do not qualify for the President's or Dean's list.
- **Removal from Probation Status:** A student will be removed from academic probation status when their cumulative GPA has risen to 2.000 or higher. Once removed from probation status for one semester, any student returned to probation status will begin the probation cycle again.
- **Academic Leave:** A student restricted to 12 credits who receives a semester GPA of less than 2.000 will be placed on academic leave from the College for the next semester. A student placed on academic leave will be provided advisement with the Probation Advisor or Director of Advisement regarding reinstatement procedures.
- **Reinstatement:** Following a semester of academic leave, the student may initiate readmission to the College by making an appointment with the Probation Advisor or Director of Advisement. The student must also participate in the Academic Recovery Program and advisement sessions as a condition of return. The student will return on 12 credit probation restriction and must earn a semester GPA of 2.000 or higher. The student will remain on restricted probation until cumulative GPA has risen to 2.000 or higher. Failure to earn a semester GPA of 2.000 or higher while on restricted probation will result in another semester of academic leave.

(Reference Board policy and Administrative procedure 3301)

Academic Amnesty

Any student who previously attended Rowan College is qualified for academic amnesty if that student meets the following criteria:

1. withdrew from the College with a cumulative GPA below 2.000 or was otherwise on academic probation or academic leave
2. had five (5) years elapse since the end of the term of last attendance and then returns to credit enrollment at the College
3. needs additional courses to complete program requirements
4. has not previously been granted academic amnesty
5. and declares a degree program

Academic amnesty is an option that the returning student must request prior to or during the first semester of re-entry after the five-year absence.

Under academic amnesty, courses that were taken five years or more prior to re-entry will still appear on the transcript, but only those previous grades of "C-" or better will be counted for purposes of determining the cumulative GPA and for purposes of counting credits toward graduation. Amnesty means that such a student will no longer be on academic probation, if this condition prevailed at the time of last attendance.

A student wishing to be granted amnesty who does not meet the criteria will be required to work with an advisor to develop their plan in writing. The advisor will then provide a recommendation to the Vice President of Academic Services who will make the final decision.

Rowan College Academic Amnesty does not override, overturn or overrule the Office of Financial Aid academic progress calculation. The credits that were included in the Academic Amnesty will still be used in determining the student's academic progress.

(Reference Administrative procedure 8201)

Academic Integrity

In its most elementary form, academic integrity encompasses the principles of an honest, fair and continuing pursuit of the truth and means that students are expected to complete their own work. Moreover, the process takes place in a collegiate environment where each participant has a responsibility for fair dealing with the other members of the community. Rowan College is committed to the principle of academic integrity and the educational experience it fosters.

Because of the importance the College attaches to the concept of academic integrity, Rowan College finds the following to exemplify violations of this important principle:

- **Cheating:** is the intentional use or attempted use of materials, information or study aids other than those specifically authorized in an attempt to claim credit for learning that is not one's own. Under this definition, cheating is not limited to examination matters but can encompass the myriad educational activities that occur both within and outside the classroom setting.

continues on page 72

- **Plagiarism:** is the unacknowledged use of another's means of expression and/or work product, whether published or unpublished, without proper credit through the use of quotation marks, citations and other customary means of identifying sources.
- **Fabrication:** is the invention and proffering of information as true and reliable with or without false attribution.
- **Collusion:** is working together in preparation of separate course assignments in ways unauthorized by the instructor. Unless specifically authorized by the instructor, all academic work by students is expected to be their own and if teamwork is permitted, the participation of all involved must be acknowledged.

In all of the above cases, faculty have the authority to impose an academic sanction which is reasonable and commensurate with the violation.

(Reference Administrative procedure 8001)

Degree Requirements

In order to graduate from Rowan College with an associate degree, a student must:

1. Earn a GPA of 2.000 or higher;
2. Complete all courses required for his/her major; and
3. Earn at least 15 credits from courses taken at Rowan College.

The final 15 credits of a degree must be earned at Rowan College.

Each student is ultimately responsible for completing all of the requirements satisfactorily. Students must also complete a graduation petition form available in the Advisement Office.

Course Category	A.A.	A.S.*	A.A.S.*
General Education**	45	30	30
Physical Education	1-2***	1-2***	1-2***
Electives	16-17	30	30
TOTAL	62-64	61-62	61-62

* Specialized degree programs such as Nursing A.S. and PTA A.A.S. normally require no fewer than 20 semester hours or the equivalent in general education classes. Additional credits may be required by accrediting agencies for specialized programs.

** Refer to General Education Requirements on page 96.

*** One course in general physical education is required.

Source: Rowan College of South Jersey Board of Trustee Policy 3019

Multiple Degrees

To receive an additional certificate or degree, students must file a petition through the Office of Advisement.

Certificate: To earn a certificate beyond an original certificate or degree, the student must complete a minimum of 12 more credits at Rowan College for each additional certificate.

Degree: To earn a degree beyond an original program of study, the student must complete a minimum of 21 more credits at Rowan College for each additional degree.

Approval from the division dean may be needed if there is a question as to which credits are appropriate.

All Certificate of Achievement (COA) courses are contained within the affiliated program. The COA is not considered as a multiple degree.

(Reference Board policy 3107)

College-Level Reading Requirement

Appropriate reading-level skills are a prerequisite for most college-level courses offered at Rowan College. This prerequisite can be satisfied by passing the College placement exam, successfully completing the specific reading course requirement or being exempt from placement testing

Application to Graduate

Students should file an Application to Graduate and pay the graduation fee after earning 40 credits towards an associate's degree or 12 credits towards a certificate. Filing deadlines for all semester can be found at RCSJ.edu/gc/Advisement. Students will receive a Graduation Verification email indicating their eligibility for the sought degree once it is reviewed by an Academic Advisor.

The Application to Graduate is an online form and can be accessed via Self-Serv, under the Student Records area of the Student tab. Paper applications are available at the Advisement office. Students who apply will be able to update their name as they would like it to appear on the diploma. They will also be able to validate the sought degree.

Students will be listed as Summer, December, January or May graduates, based upon the date degree requirements are completed, with the exception of Diagnostic Medical Sonography and Nuclear Medicine Technology students, who will be listed as June graduates.

Students who miss the deadlines for completing the Application to Graduate will be added to the next graduation period as listed above.

Graduation Variance

A graduation variance allows a student to request the substitution of a degree requirement (major, minor, concentration or general education) with a course outside of their program requirements. Graduation variances are considered case-by-case and on an individual basis only.

The student initiates the process by requesting and filling out the Graduation Variance Request form obtained from his/her Counseling Advisor in the Office of Advisement located within the Student Services building. Once the form is completed, the student makes an appointment with his/her Counseling Advisor. The student attends this meeting with the following documents:

- the completed Variance Request form
- a copy of his/her transcript
- the program control sheet of his/her chosen major

In addition, a student should bring as much supporting documentation as possible. This may include the course description from the course catalog from the granting institution and a copy of the syllabus of the applicable course.

After meeting with their Counseling Advisor, the student is to arrange a meeting with the appropriate divisional Dean to discuss the request.

If **approved** by the Dean, the Counseling Advisor or designated staff member will enter the variance into the student's online degree evaluation.

If **denied** by the Dean, the student may appeal to the Vice President of Academic Services for a final decision.

(Reference Board policy and Administrative procedure 3105)

Commencement

Commencement is conducted annually in May. Students who graduated in fall or winter, current spring graduates and upcoming summer graduates are eligible to participate in commencement exercises.

Information regarding Commencement is mailed to eligible students mid-semester in the spring. A graduation fee is required regardless of a student's choice to participate in the Commencement exercises.

Current information regarding graduation and commencement can be found at [RCSJ.edu/gc/Commencement](https://www.rcsj.edu/gc/Commencement).

Services for Students and Campus Resources

Academic Support Center

The Academic Support Center (ASC), located in the Learning Commons, room 603 (above the College Store), provides free services including Tutoring, Academic Coaching, Supplemental Instruction, Student Success Workshops, the Writing Studio and more for all students currently enrolled in credited courses at Rowan College. Tutors will help students with academic content along with study skills development. Academic coaches will provide guidance on time management organization, test taking strategies and more.

The Center offers a friendly, supportive learning environment for anyone who wishes to excel academically. Computers are available for students to use. Open Monday through Thursday, 9 a.m. to 7 p.m. and Friday, 9 a.m. to 3 p.m. Hours vary during winter and summer semesters.

Contact the Academic Support Center

Telephone: 856-681-6250
 Email: AcademicSupportCenter@rcsj.edu
RCSJ.edu/gc/ASC

Career Services and Retention (CSR) Center

Career Center:

The Career Center assists students and alumni with identifying a major and/or career that best suits their strengths, skills and goals. CSR Center staff work with employers, faculty, staff and the Gloucester County departments and agencies to increase community outreach and foster Rowan College students' overall career development.

- Free, one-on-one career advising
- Major to career alignment — updates on current careers and trends
- Career and major exploration assessments to help students better understand their interests
- Preparation for job and internship opportunities
- Preparation for workforce development and job searching
- Resume/cover letter and interview reviews
- Access to job fairs and job portal to look at employment and internship listings

Progress/Retention Center

- Assists students in removing barriers in order to support student success. The center works collaboratively with faculty and staff across campus to identify, refer and assist students with needs to achieve their goals and complete their degree or certification.

Contact the Career Services Center

Telephone: 856-464-5209
 Student Services, room 1160
 Instagram: [RCSJcareer](https://www.instagram.com/RCSJcareer)
RCSJ.edu/gc/CAP

Gloucester County Internship Scholarship Program

Please see page 65 to learn more about this program.

Rowan College Foundation at Gloucester County

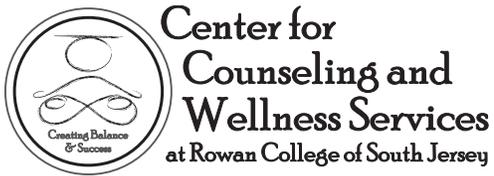
The Rowan College Foundation is a non-profit organization that has been in existence for more than 40 years. Its primary goal is to raise funds for student scholarships while supporting the educational mission of the College. The Foundation is guided in its activities by leaders of the community, including representatives from business, education and civic organizations.

Rowan College Alumni and Friends

The mission of the Rowan College Alumni and Friends Association is to develop and strengthen ties between the College, College alumni and the community. The association seeks to strengthen alumni support for students and to maintain connectivity with our graduates.

Contact the Foundation or Alumni and Friends Association

Phone: 856-681-6202
RCSJ.edu/gc/Alumni



Center for Counseling and Wellness Services

The Center for Counseling and Wellness Services (CWS) supports Rowan College students who may be dealing with personal issues that adversely affect their academic performance and/or daily functioning. The Center has licensed behavioral health staff available to meet with students to discuss their concerns. Short-term, solution-focused therapy is provided to address common problems that students may experience, such as: stress management issues, difficulty adjusting to college or life transitions, relationship concerns, depression and anxiety, family problems and/or alcohol and substance abuse.

Private sessions are confidential and offered at no cost to the student. The primary mission of the Center is to empower students by educating them on effective methods for handling their academic and life stressors. Professional staff will also work with students to refer and link them to the appropriate campus and community resources and provide case management services when necessary.

Please do not hesitate to contact one of the Support Services when needed or dial 911 in an emergency situation.

Support Services

- National Suicide Prevention Lifeline
1-800-273-8255
- NJ Hope Line
1-855-654-6735
- New Point Behavioral Psychiatric Emergency Services
856-845-9100
- Services Empowering Rights of Victims
(Confidential Sexual Violence Advocate Response Team)
1-866-295-7378
- Veterans Crisis Line
1-800-273-8255, press 1

Contact the Center for Counseling and Wellness Services

Telephone: 856-464-5236

Location: College Center, room 206

RCSJ.edu/gc/CWS

Cooperative Education Program

The Cooperative Education Program at Rowan College of South Jersey exists because of the partnership between Rowan College and the Business community. This unique, hands-on career awareness and exploration experience enhances the academic portion of a student's degree.

The Cooperative Education Program requires a student to take the CEP 211 course, which provides 15 hours of academic instruction and preparation and includes 150 hours of work experience on the job with a participating employer.

Selection for participation in the program is a competitive process; therefore, students should register for the experience only after they have been selected.

The Cooperative Education program enables students to:

- Earn three college credits while working in a job related to their career or educational goals
- Acquire experience in their career prior to graduation
- Enhance their potential to advance within their career field
- Position themselves for future career opportunities with participating employers

The Cooperative Education program enables employers to:

- Partner with Rowan College to implement a workforce development program that will speak to their human resource needs
- Develop a pool of highly skilled, well-trained applicants for future job openings
- Hire highly-motivated students whose career objectives are directly related to the job

To qualify for the program students must:

- Complete at least 30 credits
- Earn a minimum of a 2.000 cumulative grade point average (GPA)
- Be available to work a minimum of 10 hours per week
- Complete an application by the posted due dates and register for the course, CEP 211, when selected
- Be 18 years of age or older

Please note that selection for the Cooperative Education Program is a competitive process. Application does not guarantee a position in the program.

Application Procedures

Applications for students and employers may be found on the Rowan College website at RCSJ.edu/COOP, at the Cooperative Education Program Office, located in the Business and Corporate Center (856-415-2168), or by request by emailing coop@rcsj.edu.

Department of Special Services

The Department of Special Services, located in the Instructional Center, room 425A, welcomes students of all abilities. The staff members in Special Services are committed to providing academic support services and ensuring equal access to eligible students with documented disabilities. To maximize the potential of eligible students who self-identify, the Special Services staff provides an array of support services which may include extra time for tests and quizzes, testing in a distraction-reduced environment, advisement, scribes, tutors, assistive technology (such as magnification devices and audio amplification), touch screen computers, audio books and note-taking assistance.

As students embark on their academic journey, they are encouraged to meet with staff members to identify, develop and implement support services that are in accord with their individual academic needs. Students are also encouraged to make use of other College support services that are available to all Rowan College students currently enrolled in credited academic courses, such as tutoring services and the College library, which offer online information research and other materials needed to complement their studies.

Students registered with the Department of Special Services and who plan to earn an associate degree, further their education and transfer to a four-year institution or enter the workforce are encouraged to choose a corresponding program of study (college major) as soon as possible. The Special Services staff assists enrolled students with additional support that focuses on advancing students through their selected programs of study towards a goal of graduating.

Students who request academic support from the Department of Special Services can be assured that confidentiality will always be maintained. Accommodations are provided to address the special needs of individuals with disabilities eligible under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 together with the ADA Amendments Act of 2008 (ADAAA). Under these acts, the office advocates a user-friendly campus for accessibility and a learning-friendly campus for academic success.

Contact Special Services

Telephone: 856-415-2265
RCSJ.edu/gc/SpecialServices

New Jersey Educational Opportunity Fund

The New Jersey Educational Opportunity Fund (EOF) is one of the nation's most comprehensive and successful state-supported efforts to provide access to first-generation college students from educationally and economically disadvantaged backgrounds. The EOF program provides financial aid, academic counseling, support services, workshops and various educational and leadership opportunities to highly motivated students. Recipients of the EOF grant and various services will have the support of their assigned EOF counselor to persist toward graduation and prepare for their career choice and/or transfer to a four-year university. Students must complete their federal financial aid application (FAFSA) and all requirements established by the Office of Financial Aid to determine financial need. Additionally, students must complete state grant requirements by published deadlines on the HESAA/NJ FAMS website. Recipients must attend on a full-time basis and live in New Jersey for 12 consecutive months prior to the semester for which funding is requested.

Contact EOF

Telephone: 856-468-5000, ext. 6365
RCSJ.edu/EOF

The MILE Program

The Minority Initiative on Leadership and Excellence (MILE) Program focuses on mentorship and leadership opportunities for people of color. Through these mentorship and leadership avenues, the MILE program will specifically address supporting minority students as they work to complete their educational and career goals by providing mentorship, transformative learning excursions, service learning projects, leadership development seminars, networking opportunities and resources for academic and professional growth.

Contact MILE

Telephone: 856-468-5000, ext. 6737
RCSJ.edu/MILE

Health Services

Emergency Medical Procedures

Emergency medical assistance should be obtained by dialing 9-1-1 for any individual believed to be seriously ill or injured.

College security personnel should also be called at ext. 4444, 6287 or by using one of the blue-light emergency phones located throughout the campus.

Library

Library holdings consist of a book collection of approximately 32,000 volumes, 26 journal subscriptions, 2,800 audio holdings and 74 online databases. A friendly and helpful staff assists users in their quests for basic information and higher-level research. Whether on or off campus, most information services are available via the Internet, including:

- **Online Catalog:** Rowan College's online catalog of holdings is available at Login-libraries.org. This catalog also contains the holdings of all public libraries in Gloucester County, GCIT, Salem Community College, Pennsville Public Library, Salem Public Library, Rowan College's Cumberland campus and Cumberland County Library.
- **Online full-text periodicals:** EBSCOhost's Academic Search Premier offers access to more than 4,600 periodicals and ProQuest Central contains 18,945 full-text periodicals. These databases are available, through the Rowan College Portal (RCSJ.edu), to all students, faculty and staff, whether they are on campus, at home, work or other remote locations.
- **Downloadable ebooks and audiobooks:** Popular books and public domain titles can be downloaded on to computers, smart phones, Kindle, iPads and other digital devices at no charge. Go to <http://sjrlc.lib.overdrive.com> for more information.
- **Academic ebooks:** available through EBSCO's collection of 50,000 titles.
- **Specialized databases:** CINAHL, CQ Researcher Proquest Central, Criminal Justice Periodicals, ERIC and Gale's Literature Resource Center are available, and ProQuest Newsstand provides access to more than 1,300 regional newspapers. All are accessible through the Rowan College website (RCSJ.edu/gc/Library). Click on "Online Library Resources."
- **Subject Guides — Lib Guides:** Research guides are designed to assist students researching topics for papers, essays and other assignments. Customized bibliographies including books and media, journal articles and Web resources on special subjects have been created by librarians to help students find information on popular subject areas — biology, psychology, literature, writing, law, business, nursing and diagnostic medical sonography.
- **Mobile Access to Library Services:** Now available through LOGIN2GO, BookMyne in the iTunes store. Download this app to smart phones and other digital devices for direct access to our collection and to renew books.
- **Book Scanner — Located in Archives Room:** Only available in the Library. A library digital scanner converts print documents into Word, PDF and jpeg format. Files can be saved to USB drives or emailed. There is no charge for this service.
- **Printer/Copier/Scanner:** Only available on-campus. Three printers and copiers can print in color or black and white and various printing fees apply, depending on size, black and white vs. color and whether the print job is single or double-sided. There is no fee for scanning to email or USB.

Office of Academic Advisement

The Office of Academic Advisement provides year-round, comprehensive advisement through a team of academic and faculty advisors. Academic advising provides students with the opportunity to build relationships, while collaboratively defining and developing educational goals and an academic plan that is consistent with the student's personal, career and life goals. Students have the opportunity to meet one-on-one with advisors, stop by for Express Advising or participate in group advisement opportunities. **Academic advisors are assigned to students according to their declared major.**

The office also provides information and official forms for the following services:

- Academic amnesty
- Academic planning
- Class changes (drop/add)
- Course selection
- Curriculum and major change
- Graduation petition/certification
- New student orientation
- Schedule changes
- Student grades appeals
- Withdrawals and Audits

EOF students should make an appointment with their advisor by contacting the EOF Office.

Students enrolled in Rowan Choice or 3+1 should make an appointment with their advisor by contacting the Rowan University Center.

Students enrolled in the High School Options Program should make an appointment by contacting the Center for College and Career Readiness.

All other students can schedule an appointment with their assigned academic advisor by visiting RCSJ.edu/gc/Advisement.

Office of Student Affairs

The Office of Student Affairs is responsible for engaging with students who are experiencing difficulties, problems or concerns in areas related to student conduct and College policies or procedures in an effort to reach a resolution. The Office of Student Affairs promotes civility, respect and inclusion among students at the College.

Student Concerns

Students experiencing difficulties on campus may see the Director of Student Affairs for guidance and support in resolving problems and concerns. The Director will not replace or circumvent existing channels or have authority to direct an office to change a decision. The Director will listen to students, explain policies and procedures, develop options and assist students in contacting the appropriate office or individuals to seek a resolution.

Administrative Action Request

While it is the student's responsibility to understand and follow College policies and procedures, the College recognizes that personal circumstances may at times prevent students from following established policies and procedures. Students requesting an exception to College policies or procedures are to contact the Office of Student Affairs to make a request for administrative action within 12 months of the event, incident, or action. Typical requests include, but not limited to, student records challenges and exceptions to course drop, add, and withdrawal policies.

The Director of Student Affairs will meet with the student and explain the process for completing an Administrative Action. It is the student's responsibility to initiate the request and provide documentation supporting the request. Once the student completes the request, the Administrative Action Request Committee ("Committee"), comprised of administrators from various departments, is assembled to review the request and make a decision. The Director of Student Affairs is a non-voting member of the Committee. The student is notified of the Committee's decision via postal mail. In most cases, the Committee's decision is final.

Students may appeal the Committee's decision to the Vice President of Student Services within five (5) business days of the date of the decision letter they receive from the Director of Student Affairs. The student must submit the request to appeal with any new evidence to the Director of Student Affairs. The Vice President of Student Services will render a decision.

The decision of the Vice President of Student Services is final. This can be found in Administrative procedure 8005.2.

Student Conduct Administration

The Office of Student Affairs investigates allegations of student misconduct. When student(s) are suspected of misconduct, disciplinary proceedings will follow the process outlined in Administrative Procedure 8007 "Student Code of Conduct and Procedural Standards."

Contact the Office of Student Affairs

856-681-6271
StudentAffairs@rcsj.edu
College Center, room 202



Rowan University Center

Rowan University — Premier Partner

Rowan College and Rowan University have partnered to offer students multiple cost-effective opportunities towards earning a bachelor's degree. Visit the Rowan University Center, located on the second floor of the College Center to receive direction and advisement on the academic programs offered through the premier partnership with Rowan University.

Contact the Rowan University Center

Telephone: 856-464-5232
RCSJ.edu/gc/RowanUniversity

Rowan Choice

Residential life at Rowan University and coursework taught by Rowan College — Students selecting this program can save a substantial amount of money their freshman and sophomore years by living at Rowan University and taking Rowan College classes.

The Rowan Choice program is open to all freshman applicants; however, seats are limited. Freshman applicants must apply to Rowan University using the Common Application. Upon receipt of a completed application, the University will send a Rowan Choice interest form via email. Students confirm their attendance in the program with a confirmation form and a non-refundable deposit.

Academics

- Students enrolled in the Rowan Choice program pursue 24-30 college credits during their fall and spring semesters
- Classes fulfill general education requirements mandated by Rowan University
- Instruction is provided by Rowan College faculty and therefore students pay the community-college tuition rate
- Classes are held on both the Rowan University campus and the Rowan College campus (transportation provided)
- All coursework has been carefully selected, reviewed and approved by both institutions
- Students enrolled in the Rowan Choice program must maintain a 2.0 GPA
- Upon successful completion of the program, students enter Rowan University as fully matriculated sophomores and may declare their formal major upon completing 24-30 credits
- Students can choose to remain in the program for their sophomore year and enter Rowan University as juniors upon completing 48-60 credits

Housing and Student Life

- Students enrolled in the Rowan Choice program live on the Rowan University campus in freshmen housing and will receive “the four-year college experience”
- A meal plan is required; Rowan University room and board rates apply
- Students have access to University amenities
- Rowan Choice students can participate in University student life events, clubs, organizations and intramural sports; exceptions include NCAA Division III athletics, traveling club sports and Greek life
- Students can participate in the athletic programs offered by Rowan College of South Jersey’s Gloucester campus

Student Services

- Rowan Choice students are assigned an academic advisor who will chart their progress and assist in course selection
- Transportation is provided for students via shuttle service on a daily basis between the Rowan University and Rowan College Gloucester campus
- Financial aid counseling, academic advising, course registration and tutoring assistance are provided on Rowan College’s Gloucester campus
- Housing, resident life and student affairs assistance are provided on the Rowan University campus

For more information, please visit rowan.edu/choice

3+1

The 3+1 option allows students to attend Rowan College for three years at the Rowan College rate and complete their senior year at Rowan University, paying the Rowan University rate. This enables students to save on tuition and fees while earning their bachelor’s degree. This program follows Rowan University’s course curriculum with 300-level courses taught by Rowan College advanced degree faculty. Students will graduate with a Rowan University bachelor’s degree. Future internships and co-op opportunities are being developed to enhance work experience and career potential.

Eligible Programs

- Exercise Science — [Exercise Science \(A.S.\)](#)
- Inclusive Education — [Education \(A.S.\)](#)
- Law and Justice — [Criminal Justice Option \(A.S.\)](#)
- Nursing — [Nursing Generic Program \(A.S.\)](#)
- Psychology — [Arts and Sciences: Psychology Option \(A.A.\)](#)
- Radio, Television & Film — [Arts and Sciences: Radio, Television & Film Option \(A.A.\)](#)

For more information, please visit RCSJ.edu/gc/3plus1.

University Partnerships

Rowan College has partnered with a number of four-year universities to make earning a bachelor’s degree a seamless transition, with cost- and time-saving rewards. Graduates of Rowan College are guaranteed admission at their choice university, provided they meet prerequisite requirements and GPA standards.

Learn about the different programs and incentives each institution has to offer Rowan College graduates — from tuition discounts and ample scholarship opportunities to obtaining a bachelor’s degree right on Rowan College’s Gloucester campus.

To make an appointment with a representative or learn more about on and off campus partnerships visit:

RCSJ.edu/gc/UniversityPartners

The College Partnership representatives are located on the second floor of the College Center, room 212.

On-Campus Partners

- Rowan University — Premier Partner
- Fairleigh Dickinson University
- Wilmington University

Off-Campus Partners

- La Salle University
- Neumann University
- Stockton University
- Peirce College
- Ross School of Veterinary Medicine
- Rutgers University–Camden
- University of the Sciences

Fairleigh Dickinson University

For more than 13 years, Fairleigh Dickinson University (FDU) has partnered with Rowan College to offer a number of high-quality bachelor’s and master’s degree programs conveniently on the Rowan College campus. FDU is the largest private university in the state of New Jersey with two locations in Teaneck and Madison.

Partnership Perks

- Choose from six bachelor and four accelerated undergraduate/graduate degree programs
- Earn a four-year degree on the Rowan College campus
- Reduced tuition rate for Rowan College graduates
- Accelerated course schedules available

Under the agreement, students must graduate from Rowan College with an associate degree and meet the academic requirements necessary for each program.

Wilmington University

Wilmington University is our newest partner offering courses on the Rowan College campus. Wilmington University is a private, non-profit institution that awards bachelor's, master's and doctoral degrees. The university prides itself in providing small, intimate learning environments and maintaining one of the lowest tuition rates in the region.

Partnership Perks

- Choose from any of Wilmington's undergraduate programs
- Complete all 15 core classes on the Rowan College campus
- Accelerated course schedules available
- Earn a bachelor's degree on Rowan College campus*

Students must graduate from Rowan College with an associate degree, meet the academic requirements necessary for each program and maintain a 2.0 GPA. Students are required to complete 45-credit hours of upper-level coursework at Wilmington University.

* Students can complete their bachelor's degree on the Rowan College campus in the following majors: Communications, Human Resource Management, Information Systems Management, Marketing, Media Design and Software Design and Development. Students can also complete select courses for B.S.N. and Criminal Justice.

Neumann University

Located in Aston, P.A., Neumann University is a private institution affiliated with the Catholic Franciscan tradition. The university provides a variety of bachelor's, master's and doctoral programs as well as accelerated, undergraduate/graduate degree options. Small class sizes enable students to obtain individualized attention and personalized education.

Partnership Perks

- Select from more than 20 programs of study
- Transfer a maximum of 90 credits
- Ample scholarship opportunities for transfer students

Under the agreement, Rowan College students who graduate with an associate degree are eligible to enter the university as juniors, provided they satisfy the appropriate prerequisites and major requirements.

Stockton University

Located in Galloway, N.J., Stockton University is a public university that awards bachelor's, master's and doctoral degrees, as well as provides a number of accelerated undergraduate/graduate options in which students can choose.

Partnership Perks

- Choose from any undergraduate degree program*
- Transfer a maximum of 64 credits
- Reverse transfer associate degree

First-year Rowan College students must align their coursework to meet the requirements of their intended program of study at Stockton. After fulfilling academic prerequisites and meeting GPA standards, graduates are guaranteed admission into their intended program of study at Stockton with no loss of credits earned at Rowan College.

*Exception: Nursing

Ross School of Veterinary Medicine

Located in St. Kitts in the Caribbean, Ross University is an internationally accredited veterinary program that is focused on educating tomorrow's leaders and discoverers in veterinary medicine. Students benefit from an accelerated program of seven semesters of integrated pre-clinical and clinical studies on the Ross University campus facilities in St. Kitts. Additionally, students will receive a year of clinical training in the United States with Ross University's affiliated veterinary hospitals. The university is dedicated to providing academic excellence for students as the foundation for becoming sought-after, practice-ready veterinarians.

Rutgers University–Camden

Rutgers-Camden provides all the benefits and resources of a large prestigious research university within a supportive close knit setting, providing personal attention and urban energy. Rutgers-Camden offers bachelor's, master's and doctoral degrees along with the certificate programs.

Partnership Perks

- Choose from more than 45 programs of study
- Transfer a maximum of 60 credits

The agreement requires students to graduate from Rowan College with either an Associate of Arts or Associate of Science degree and maintain a minimum GPA of 3.00. Students who wish to pursue Nursing must apply by February 1. Applicants are only reviewed for fall entry. Students who wish to pursue Social Work or Teacher preparation will be required to fill out an additional application specifically to those programs after having been admitted to Rutgers-Camden.

Peirce College

Peirce College and Rowan College of South Jersey have proudly partnered to offer flexible and affordable degree-completion pathways to Rowan College students who wish to complete a bachelor's degree after graduating from Rowan College under the Dual Admission Program.

Rowan College students who graduate from Rowan College and transfer to Peirce College under the Dual Admission agreement may be eligible to receive up to \$6,000 in scholarship opportunities that are stackable and renewable for up to four years upon matriculation.

In addition, students may transfer in up to 90 credits toward completing their bachelor's degree.

Partnership Perks

- Dual admission to Peirce College after completing a “Dual Admission Intent” form with the Office of Transfer Services at Rowan College.
- Waive application fee.
- Immediate access to academic resources and services at Peirce College, including advisement and career services.
- Transfer and Dual Enrollment articulation scholarship opportunities, up to \$6,000.

La Salle University

La Salle University and Rowan College of South Jersey have proudly partnered to offer flexible and affordable degree-completion pathways to Rowan College students who wish to complete a bachelor’s degree after graduating from Rowan College under the Dual Admission Program.

Rowan College students who graduate from Rowan College and transfer to La Salle University under the Dual Admission agreement may be eligible to receive up to \$13,000 in scholarship opportunities that are stackable and renewable.

In addition, students may transfer in up to 70 credits toward completing their bachelor’s degree.

Partnership Perks

- Dual Admission to Rowan College and La Salle University after completing the appropriate transfer admissions application.
- Waive application fee.
- Core course waiver at La Salle University under the respective bachelor’s degree programs.
- Access to transfer scholarship opportunities of up to \$13,500.

University of the Sciences

University of the Sciences (USciences) and Rowan College have joined in an articulation agreement to facilitate the transition of Rowan College students admitted into specified associate degree programs at Rowan College into pre-identified B.S. programs at USciences.

Under this agreement, Rowan College students who graduate with a specified Associate in Science (A.S.) or Associate of Arts (A.A.) degree and meet the GPA required by a specific USciences B.S. program may transfer to USciences with junior status, so long as they meet all USciences admissions requirements and submit a completed Letter of Intent Form.

Partnership Perks

- Guarantee admission with junior status into the specific B.S. program, provided all the University admission requirements for the B.S. program are met.
- Waive the application fee.
- Award academic merit scholarships to Rowan College students who graduate with a 3.0 GPA or higher.
- Provide Rowan College students with opportunities to meet with USciences representatives and faculty for assistance in transferring to the chosen USciences B.S. program
- Receive invitations to open houses and relevant university and departmental events and programs.

New Jersey Transfer Agreement

The New Jersey state legislature passed the Comprehensive Statewide Transfer Agreement to ensure the transfer of academic credits between two-year community colleges and four-year senior public institutions.

NJ Transfer

NJ Transfer is a website designed to assist students in the transfer process by offering transfer information and resources, including the transfer of academic credits between two-year community colleges and any of the 25 participating NJ four-year institutions.

Please note, that NJTransfer.org is intended to be used as a guideline only and is not a substitute for transfer counseling.

Transfer Events

Transfer Fair

A biannual event that welcomes admissions and recruitment representatives from more than 50 four-year institutions to Rowan College’s campus, transfer students are able to learn more about their bachelor’s degree options

“Meet and Greet” College and University Representatives

Throughout the academic year representatives from tri-state area colleges and universities make regular visits to provide transfer information to prospective transfer students.

Instant Decision Day

This highly successful transfer event provides Rowan College students who have applied to graduate with the unique opportunity to receive on-the-spot admission decisions from representatives from the participating four-year institutions. This annual, by-invitation-only event is held in February. For more Instant Decision Day information please visit: RCSJ.edu/gc/Transfer.

Technology

The Division of Innovation and Technology is charged with supporting and cultivating the use of all technology on campus and actively works with faculty to infuse technology into their courses. The division is comprised of the following departments: eLearning/Distance Education, Instructional Technology, Technical Support, Enterprise Information Systems, Programming Center, Open Computer Labs and the Library. The Division of Innovation and Technology can be reached at 856-415-2298 or at RCSJ.edu/gc/IT.

Instructional Technology

Instructional Technology works with students and faculty to ensure all technology is running smoothly in the classroom. Instructional Technology offers integrated technology classroom training by appointment and delivers mobile technology to classrooms that do not have technology permanently installed. Has your instructor asked you to give a presentation using technology? You can request training or mobile technology by contacting Instructional Technology at media@rcsj.edu or at 856-415-2298.

Technical Support

Technical Support works with students and faculty to ensure your Portal account, email, Office 365 account and printing needs are taken care of. Technical Support can help you reset your password, access campus WiFi and manage your print account. You can contact Technical Support at ts@rcsj.edu or at 856-415-2298.

- **What is Office 365?** Office 365 allows students to download Microsoft Office on multiple devices (PCs, Macs, iPads, iPhones, Windows tablets, Android devices, etc.) and provides access to OneDrive Office 365 web-based apps, including Word, Excel, PowerPoint, OneNote and more. All students are given Office 365 access for free.
- **Need access to WiFi?** The RCSJ wireless network is available in every building and all common outdoor spaces on campus. When on campus, you can connect to the "RCSJ" wireless network on your mobile device using your RCSJ username and password.

Open Computer Lab

Don't have access to a computer or printer at home? Students can use their RCSJ username and password to log into campus computers. There are several locations on campus that have open computer labs available for students. Please contact Open Computer Lab personnel at 856-415-2298 or openlab@rcsj.edu to confirm computer lab hours of operation and availability

- Have to print something for class? All students begin each semester with \$10 credited to their account for printing. This is the equivalent of 200 black and white prints. After the \$10 has been depleted, students will need to use a Pay Station to add credit to their account in order to print.

Fall and Spring Semester Hours

Library:

Monday through Thursday	8 a.m. – 9 p.m.
Friday	8 a.m. – 5 p.m.
Saturday	10 a.m. – 4 p.m.
Sunday	Closed

IC 438 Open Lab:

Monday through Thursday	7:30 a.m. – 6:30 p.m.
Friday through Sunday	Closed

Summer Session Hours

Library:

Monday through Thursday	8 a.m. – 7:30 p.m.
Friday	8 a.m. – 4 p.m., closed when the College is closed
Saturday, Sunday	Closed

IC 438 Open Lab:

The lab is closed during the summer.

RCSJ Gloucester Portal

The Portal is your interface to RCSJ Gloucester campus. It can be accessed from anywhere in the world through the RCSJ website (RCSJ.edu). Once logged in, you have access to:

- Course Registration and Billing
- Course Schedule
- eLearning Courses
- Final Grades
- RCSJ email account
- Unofficial Academic Transcript

Need technical help?

Contact Technical Support by calling 856-415-2298, visiting RCSJ.edu/gc/IT or stopping by IC 449A.

Trouble with your eLearning course? Can't login?

Contact eLearning Support by calling 856-415-2298 or visiting RCSJ.edu/eLearning for assistance with your online, hybrid or web-enhanced courses.

Having trouble with the Portal? Can't login? Can't find your schedule or grades?

Contact Technical Support at 856-415-2298.

For more information on the acceptable use of technological resources at RCSJ, please see page 43, or view Administrative procedure and Board policy 2019 at RCSJ.edu/Policies.

Distance Education

Explore Your Learning Alternatives

Many of today's learners use a variety of methods to meet their educational objectives. Distance learning, also called eLearning, provides an alternative to traditional classroom instruction by offering convenient educational opportunities without the normal constraints of time or place. eLearning courses are part of the College's regular course offerings and are fully equivalent to courses taught on campus. eLearning courses may be applied to a Rowan College degree or certificate or taken as electives for general interest or for professional development.

Rowan College offers several types of eLearning opportunities, including online, hybrid and web-enhanced courses. Students in any type of eLearning course must have easy, frequent access to a computer with broadband internet access.

Online Courses — Online courses are held entirely online and students will never meet in a physical classroom. Students are required to complete all course work, including tests and exams, online.

Hybrid Courses — In Hybrid courses, 50–75% of all class meetings are held on the Rowan College campus, while the remaining class meetings and course work is conducted online. Students will be required to complete no more than 50% of the course work online.

Web-Enhanced Courses — Web-enhanced courses are the most common type of course at Rowan College and are very similar to traditional, face-to-face courses. Web-enhanced courses meet on campus and utilize eLearning for up to 25% of the course work.

Currently there are nine fully-online programs at Rowan College, including:

- A.S. Business Administration
- A.A.S. Digital Marketing
- A.S. Human Resources Management
- A.A. Arts and Sciences
- A.A. Arts and Sciences: Communications Option
- A.A. Arts and Sciences: History Option
- A.A. Arts and Sciences: Psychology Option
- A.A. Arts and Sciences: Social Work Option
- A.A. Arts and Sciences: Sociology Option

There are also five fully-online Certificates of Achievement, including:

- Accounting
- Business Software Tools
- Digital Marketing
- Management
- Technology Help Desk Support

For more information about these programs, contact the Division of Business Studies or the Division of Education, Behavioral Sciences and Humanities.

Successful eLearning students are highly motivated, independent and have strong reading and writing skills. To learn if this option is right for you, please call 856-415-2298, email us at eLearning@rcsj.edu or visit RCSJ.edu/eLearning and click on “Is eLearning Right for You?”

Computers on Campus

At Your Fingertips

Resources to Enhance Your Education

The College is committed to providing open access to cutting-edge technology through well-equipped computer facilities, including research databases and software applications. Rowan College has a high-speed Internet connection and computers are linked in a local area network. Each lab is geared to accommodate varying needs of students, such as:

Homework Assignments	Open Computer Labs in Library and Instructional Center, Room 438 Academic Support Center in the Learning Commons (LC)
Internet Access	Open Computer Labs in Library and Instructional Center, Room 438 LC
Placement/Makeup Testing	LC Academic Testing Center
eLearning/ Distance Education	Open Computer Labs in Library and Instructional Center, Room 438 LC
Report Writing	Open Computer Labs in Library and Instructional Center, Room 438 LC
Research	Library
Academic Support Center	LC (Room 603)
Computer Graphic Arts	Open Computer Labs in Library and Instructional Center, Room 438

Continual upgrades are made to keep Rowan College's campus current with new technologies. Users should check the campus technology website at RCSJ.edu/gc/IT to see what new services and software are available.

Technology Expectation Statement

All students are provided access to various information technology resources including computers in selected classrooms and Open Computer Labs, email accounts, access to the College Portal, Internet connectivity and WiFi. In lecture classes, there are many options for adapting course content to enhance student learning. Most face-to-face courses offered at the College include lectures, discussions, demonstrations, presentations and projects as components of the course. Additional work beyond the scheduled course hours is necessary to fulfill the course requirements. Students will be required to use College technology resources such as the Portal and email; students can be required to use eLearning and/or published online materials to complete assignments and communicate with instructors where the course syllabi establish such requirements. Students will be responsible for utilizing the technology resources and will be governed by the Student Code of Conduct (Board policy 8007) and the Acceptable Use of Technological Resources (Board policy and procedure 2019).

For more information on the acceptable use of technological resources at RCSJ, please see page 43, or view Administrative procedure and Board policy 2019 at RCSJ.edu/Policies.

College Store

Barnes & Noble operates the College Store on campus. In addition to new and used textbooks, the store now offers e-books and rentals. Also available are school and computer supplies, clothing, beverages, snacks, reference books and campus best sellers.

The College Store is open during the fall and spring semesters Monday through Thursday, 9 a.m.–6 p.m. and Fridays from 9 a.m.–3 p.m. The store also has summer hours to accommodate students on campus for summer sessions. Hours are subject to change and are extended at the beginning of each semester for student convenience.

Check our bookstore website to order textbooks and take advantage of special sales and events. There is a link from the student Portal of the Rowan College website or go to rcgc.bncollege.com.

The bookstore buys back books at the end of each semester with a valid Rowan College ID and course schedule. Rowan College ID card and student ID number are required for financial aid and check purchases in the store.

Food Service

Rowan College provides a cafeteria located in the College Center.

Student Life

ROWAN COLLEGE OF SOUTH JERSEY

Student Life

Rowan College of South Jersey strongly encourages participation in its social, cultural and athletic activities that are geared toward a variety of interests. The Office of Student Life offers a myriad of fun events, activities and resources to engage students and provide a relaxing and fun atmosphere.

New Student Orientation

Just prior to the start of the fall semester, all new students are encouraged to attend the New Student Orientation to meet with deans, faculty and staff and to learn about campus resources available to support their success. For more information, visit RCSJ.edu/gc/Orientation.

The SPOT — Student Lounge

The SPOT is an exclusive student lounge open five days per week, located in the College Center.

Featuring three large-screen TVs with gaming capability, four laptop computer stations, a printer, club mailboxes and a wide selection of free games and movies, The SPOT is a great place for students to gather and relax between classes. Valid RCSJ student ID required for entry.



Roadrunner's Refuel

Roadrunner's Refuel is a free and confidential on-campus food pantry created to fight food insufficiency among college students. Sponsored by the Rowan College of South Jersey Chapter of the American Association for Women in Community Colleges (AAWCC), the pantry provides supplemental "grab and go" meals that can be easily consumed on campus to RCSJ students who are in need of assistance and meet the eligibility requirements.

Students can register to utilize Roadrunner's Refuel by visiting College Center, room 202. Email food@rcsj.edu for more information.

ROADRUNNER'S REFUEL



ROWAN COLLEGE of SOUTH JERSEY

Student Organizations

Students are encouraged to participate in organizations or to start a new club. Contact the Office of Student Life at 856-415-2236.

The following clubs and organizations are chartered by the Student Government Association:

- Animal Care Club
- Bowling Club
- BSU: Black Student Union
- Dance Club
- DECA
- Diverse Voices
- DMS Society of Ultrasonographers
- EOF Club
- Exercise Science Club
- Gamers Guild
- GSA (Gender and Sexualities Alliance)
- Japanese Anime Guild + (JAG+)
- Lumber Jacks 'n Janes Club
- Math Club
- Music Society
- Nuclear Medicine Technology Club
- Paralegal Club
- Peer 2 Peer
- Photography Club
- RTF (Radio, Television & Film) Club
- Science Club
- Speakers Engaged
- Student Athlete Advisory
- Student Nurses Organization
- Student Veterans Association
- Swim Club
- Teachers 2000 (T2K)
- Unified Sports Club
- Women in STEM

(Also see page 15 for more information.)

Honor Societies

Phi Theta Kappa

Phi Theta Kappa is the international academic Honor Society for two-year colleges, symbolizing excellence in higher education and a commitment to students. Phi Theta Kappa has recognized and encouraged scholarship among two-year college students since 1918 by providing stimulation and enrichment while promoting the academic integrity of the associate degree program. For these reasons, the American Association of Community Colleges has designated Phi Theta Kappa as the official Honor Society for two-year colleges. Students with grade point averages (GPA) of 3.5 or higher and who have completed at least 12 Rowan College college-level credit hours leading towards completion of an associate degree, are invited to join Phi Theta Kappa.



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Gloucester Campus

Our chapter, Alpha Psi Pi, chartered in May 1994, is one of the most active and recognized student organizations on the Rowan College campus. Its excellent track record over the years has consistently garnered the chapter the annual distinction as a Five Star Chapter, the highest ranking within the Society's chapter development chart, a distinction its members take pride in achieving each year. Prospective members are encouraged to visit the Society's website ptk.org and learn more about the Society, its benefits to members and the programs and initiatives fueled by the Society's four Hallmarks: Scholarship, Leadership, Service and Fellowship; Rowan College's chapter emulates many of those programs and initiatives at the local level.

For more information, email PTK@rcsj.edu.

Mu Alpha Theta

Mu Alpha Theta (MAT) is a national mathematics honorary society for high school and two-year college students that was founded in 1957. It is sponsored by NCTM, MAA, SIAM and AMATYC. MAT was formed to engender keener interest in mathematics, to develop sound scholarship in the subject and promote enjoyment of mathematics in high school and two-year college students. The Mu Alpha Theta induction ceremony is held annually in April.

Lambda Epsilon Chi

Founded in 1995 by the American Association for Paralegal Education, Lambda Epsilon Chi recognizes paralegal students for their academic excellence. To qualify for membership, candidates must have completed at least two-thirds of their academic program and attained a GPA of at least 3.5 in their paralegal studies program and a 3.25 GPA overall. The induction ceremony for Lambda Epsilon Chi is held once each year toward the end of the spring semester.



Alpha Delta Nu

To promote scholarship and academic excellence in the profession of nursing, the Organization for Associate Degree Nursing (OADN), has established the Alpha Delta Nu Honor Society and has made provisions for the establishment of Institutional Honor Society Chapters.

The objective of the OADN Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

Rowan College's chapter, Epsilon Pi, was chartered in July 2017. The induction ceremony occurs at the end of the fourth semester each May.

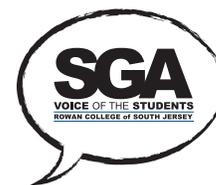
Alpha Beta Gamma

Alpha Beta Gamma is an Honor Society established by business professors in 1970 to recognize and encourage scholarship among business and professional students enrolled at two-year degree-granting institutions. The society is a member of the Association of College Honor Societies and has initiated more than 80,000 members. To qualify for lifetime membership, students must have completed at least 12 credits and maintain a GPA of 3.0 or higher. Rowan College's Gamma Phi chapter was chartered in the Spring of 2019 and an induction ceremony is held annually in April.

For more information visit abg.org and our Facebook/Instagram page, Rowan College ABG or contact the chapter advisor at ABG@rcsj.edu.

Student Government Association

The mission of the Student Government Association (SGA) is to provide students with representation, services and advocacy within the College structure. The SGA provides quality leadership for and accountability to, its community by recognizing that strength arises from diversity, engagement and dialogue.



The SGA is the student voice in the cultural and social affairs of the College. It depends heavily on energetic and interested representatives elected annually from the student body and is responsible for encouraging and fostering student involvement and informed, responsible citizenship in the College community. It serves as a forum for which the numerous and diverse needs of the student body may be expressed.

In addition to conveying student recommendations and sentiments to the faculty, staff and administration, the SGA is responsible for helping to shape policies affecting student life, coordinating extracurricular activities and being involved with other clubs and organizations. (*Also see page 15 for more information.*)

Athletics

Over the past two decades, the Rowan College athletic program has been recognized at the state, regional and national levels as one of the most outstanding in the country. From 2009–2013, the Roadrunners received the NATYCAA Cup Award for having the best non-scholarship NJCAA program in the country and received this award again in 2017–2018. From 2009–2019 the Roadrunners finished in the top three in the NATYCAA Cup standings.

The Roadrunners also received their 18th CAANJ Cup for having the best two-year college athletic program in the state of New Jersey in 2018–2019, making this the fourteenth consecutive year the Roadrunners have won this award. Rowan College won the Learfield Sports Directors' Cup for having the best overall two-year college athletic program in the country in 2012–2013, making the Roadrunners the first NJCAA program to ever win the award.

Rowan College teams have won 30 NJCAA Division III National Championships. The Athletic Department has had 80 teams finish in the top three in the country over the past 25 years.

The Roadrunners compete in the Garden State Athletic Conference against two-year schools from New Jersey as well as Region 19 of the NJCAA which consists of colleges from Delaware, Pennsylvania and New Jersey.

Intercollegiate sports offered at Rowan College include:

- Cross Country (Men and Women)
- Tennis (Men and Women)
- Outdoor Track and Field (Men and Women)
- Soccer (Men and Women)
- Basketball (Men and Women)
- Golf (Men and Women)
- Baseball (Men)
- Softball (Women)
- Wrestling (Men)
- Volleyball (Women)

Contact Athletics

Telephone: 856-415-2207

RCroadrunners.com

The Rowan College of South Jersey Chapter of the American Association for Women in Community Colleges

The Rowan College of South Jersey chapter of the American Association for Women in Community Colleges (AAWCC) is dedicated to changing the lives of women within the College and throughout the community. Faculty, staff, administrators and students participate as members of this organization and are dedicated to three primary goals — scholarship, mentorship and service. These goals have translated into activities that have provided professional development, service to the community and scholarships for students.

The AAWCC was organized in 1973 as an affiliate council of the American Association for Community Colleges. AAWCC is the leading national organization that champions women and maximizes their potential. The AAWCC is guided in all of its endeavors by a firm commitment to equity and excellence in education and employment for women in community, junior and technical colleges.

For more information about the Rowan College chapter, go to RCSJ.edu/AAWCC.

Safety and Security



The main Security Building is located next to the Testing/Welcome Center across from the tennis courts on North College Drive and Roadrunner Way. We apply a layered approach with its officers providing your first line of defense. This is followed by the Sheriff, Deptford Police, EMT and Fire Departments, who respond to emergency situations and calls for assistance. Please contact if you have a concern for your safety. Escorts are provided upon request.

Contact Safety & Security

Telephone: 856-681-6287

Mission Statement

We strive to provide a safe environment on campus to support the educational process, to assist those in need, and evoke a feeling of security to all by being visible, accessible and alert at all times.

Emergency Blue Light Phones

There are over 50 Blue Light Emergency Phones inside and outside of buildings on the campus to contact Security or the 911 Center. You may contact Security by activating the blue button on the left or in an emergency contact the 911 Center by activating the larger red button on the right.

Emergency Notifications

In the event of an emergency, a message will be posted on the College's main number (856-468-5000), on the voice mail system and on the College's website. In addition, an emergency alert message will be sent via the College's emergency notification systems to all phone numbers, text message numbers and email addresses stored in the system. Students should go to RCSJ.edu/TS/Gloucester/Alerts to register for alerts.

The voice mail system, website homepage, Facebook and Emergency Notification System are used for all official College weather-related and emergency closing announcements.

Lost and Found

Lost and Found is located at the Security Office in the College Center inside of door A-8, where items can be dropped off or claimed by the rightful owner. All found items must be turned in to Security.

(Reference Board policy 9011)

All items will be held for a reasonable amount of time. It is recommended that you mark your valuables with identifiers so you may be contacted if they are turned in. Please secure your property in a safe location when possible.

Contact Lost & Found

Telephone: 856-468-5000, ext. 6210

Parking

Parking is available for students in parking areas designated as Lots D and E at no cost. All students and faculty must apply for and display a parking permit on their vehicle. Free parking permits are available at Student Services. The College also establishes procedures for the distribution of permits and regulations for parking. Parking citations will be issued by Security to violators and transcripts may be held until the fines are paid.

Designated handicapped parking spaces throughout the campus are to be used exclusively by individuals with handicapped parking permits. In addition, vehicles may be subjected to towing at the owner's expense for repeated violations or for safety and security purposes.

Anyone parking a vehicle on campus assumes all risk of accident and expressly agrees that Rowan College shall not be held liable, under any circumstances, for any injury to persons or loss of damage to property.

(Reference Board policy and Administrative procedure 9013)

Traffic Pattern

Students should comply with the traffic signs on campus designating parking lots. The speed limit on campus is posted at 20 mph. While in the parking lots students should minimize their speed to 5-10 mph and be cautious of other vehicles. Your compliance with traffic signs and speed limits will enhance the traffic flow and safety of all students. Be aware of your surroundings and vehicles when walking to and from your vehicle.

Smoking Policy

To ensure compliance with New Jersey State law concerning the provision of a smoke-free environment that protects, preserves and fosters the health and safety of all persons, the college prohibits smoking in all buildings and grounds except in designated smoking area identified by "Smoking Permitted Area" signs.

(Reference Board policy and Administrative procedure 5105)

Cultural and Community Activities

A Center for Cultural Activity

Cultural Events

The Office of Student Life presents a wide range of cultural events throughout the year. They provide the community with an opportunity to experience a diverse array of multi-cultural presentations at no cost to the audience. For information on events call 856-415-2236.

Art Exhibits

Rowan College sponsors art exhibits throughout the year featuring prominent local, national and international artists. Exhibits open with a reception where the public can meet the artists. Interested persons may be included on the mailing list by contacting the Dr. Ross Beitzel Art Gallery Director at 856-415-2122.

College and Community Chorus

County residents who have an interest in music are encouraged to join the College and Community chorus. The group performs concerts throughout the year and rehearses during weekly workshops. For more information call 856-415-2139.

Drama

Aspiring actors and set designers have an opportunity to express their talents through drama, comedy and musical productions. Each year, Rowan College has expanded its offerings, ranging from one-person shows to full-cast musicals. In the process, it has offered the public some outstanding entertainment and students an opportunity to display their talents. For more information call 856-415-2139 or 856-415-2134.

Community Programs

Senior Corps Program

The Senior Corps program is funded by the Corporation for National and Community Service, United Way of Gloucester County and the Gloucester County Division of Senior Services. Its mission is to engage residents age 55 and older in civic volunteerism, aiding economically under-served, disabled, frail



and needy Gloucester County residents of all ages. Volunteer positions include but are not limited to tutoring, mentoring, visiting, training, teaching, facilitating, fundraising and counseling.

Volunteers are provided accident, liability and car insurance (beyond their own for personal injury). This program is perfect for individuals who always wanted to find a way to “give back” through community service. Call Senior Corps at 856-468-1742.



GLOUCESTER COUNTY
**CULTURAL & HERITAGE
COMMISSION**
ROWAN COLLEGE of SOUTH JERSEY

The Gloucester County Cultural & Heritage Commission

The Gloucester County Cultural & Heritage Commission was established in 1975 by the Board of Chosen Freeholders to act as the designated agency in Gloucester County to receive and administer the New Jersey State Council on the Arts Local Arts Development Grant and the New Jersey Historical Commission Local History Development Grant. These grants provide funding for small and emerging nonprofit organizations through the Commission's re-grant program for cultural projects in Gloucester County.

This support for community-based cultural and arts organizations provides education, programs and initiatives that promote the values and benefits derived from cultural and artistic experiences. We strive to engage professional artists in our programs and initiatives and utilize the arts to examine issues such as preserving our heritage through land conservation, civil rights and the issues of personal and cultural identity as they relate to the natural, social and physical environment. The commission responds to the need to preserve our history and heritage. We recognize that arts and cultural activities can teach and inspire people of all ages and ethnicities and can offer new ways of understanding that can transform the world around us.

To learn more about the Cultural & Heritage Commission at Rowan College and our programs and activities contact 856-464-5214.

Center for People in Transition

The Center for People in Transition, funded by the New Jersey Department of Children and Families, Division on Women and United Way of Gloucester County, provides specialized support services for displaced homemakers, including:

- One-on-one case management
- Referrals to community resources
- Support groups to displaced homemakers
- Workshops on self-development
- Legal and financial workshops
- Computer literacy courses
- Career training

A displaced homemaker is one whose major source of financial support is lost through separation, divorce, death or disability of a spouse and who is emotionally and/or vocationally unprepared to enter the job market. Displaced homemakers are often unaware of needed support and referral services, and may be underemployed.

The People in Transition newsletter lists all of the Center's activities and workshops. The newsletter can be accessed through the College website at [RCSJ.edu/gc/PIT](https://www.rcsj.edu/gc/PIT). The public is invited to attend the Center's activities and workshops. Reservations are required. For additional information or to register for a workshop, please call 856-415-2222.

Workforce Development



Rowan College of South Jersey is committed to the philosophy that learning is a lifelong activity.

Area residents are offered a broad spectrum of industry-recognized certification programs, professional development, courses, seminars and workshops. Programs on personal and professional development, allied health and short-term career training are examples of the diverse learning opportunities available. The College provides customized training to regional businesses through the Workforce Development Center located on Tanyard Road in Sewell, on-site at an employer's location and on the Rowan College campus.

The College offers continuing education courses to address workforce demands. Some program options include:

- **Career Training:** A variety of short-term certificate and certification programs in health care, business, technology and advanced manufacturing are available throughout the year.
- **Professional Development:** Workshops and courses are available at convenient times including leadership, management, communications, presentations, software training and human resource management.
- **Small Business Development:** Business plan writing and other small business classes and counseling services are offered to aspiring entrepreneurs at Rowan College, in partnership with the Small Business Development Center and Rutgers-Camden.
- **Academy of Lifelong Learning:** An initiative to provide workforce development training, degree completion, personal growth and professional development opportunities to individuals who are at least 50 years of age.

For information on these and other programs, please call 856-415-2216.

Adult Education Programs

Rowan College, in partnership with state agencies, county agencies and faith-based organizations offers grant-funded adult education programs in the following areas:

- **Adult High School Diploma (HSE):** Adults can study secondary-level writing, math, social studies, science, literature and the arts in order to pass the HSE test and receive a high school diploma issued by the State of New Jersey.

- **Adult Basic Education (ABE):** Adults who do not possess a high school diploma can obtain remedial (below high school level) reading, writing and math education.
- **English as a Second Language (ESL):** Adults can learn English and adapt themselves to American culture, with emphasis on improving listening, speaking, reading and writing skills.

For more information on these programs, please call 856-468-5000, ext. 6227.

Adult High School Diploma (HSE) Testing

Rowan College is the official HSE Test Center of the county. The Rowan College Workforce Development Center administers the HiSET exam on select weeks. Day, evening and Saturday test sessions are available year-round to students seeking a New Jersey High School Diploma. For more information, please call 856-468-5000, ext. 5527.

Business and Workforce Development

The most important resource in any organization is its employees. To increase productivity, improve financial performance and/or enhance employee development, employers must provide training. Workforce Development can serve as the training provider for organizations, supplying credit, non-credit and industry-recognized certification programs.

Training can be provided at the Workforce Development Center on the College's main campus or at the employer's facility.

The state-of-the-art institute is centrally located at 1492 Tanyard Road, Sewell, NJ 08080, with easy access to Route 55, Route 42 and Route 295. To support the economic growth in Gloucester County, the 18,000-square-foot facility assists students in meeting their individual educational goals.

Customized Training

Workforce Development provides a wide range of high-quality, corporate and customized training programs. Training in computer skills, management and supervision, safety, OSHA compliance, accounting and finance, manufacturing and business management play a vital role in helping create, expand and retain business across the region. The course offerings reflect extensive market research and address the area's long-term need for specific skills. Programs are designed to meet employers' demands for a highly skilled workforce. Programs that are available include:

- **Technology:** MS Office, Word, Excel, Outlook, Access and PowerPoint
- **Literacy:** English as a Second Language, Spanish for Supervisors, Basic Math, Writing and Reading and Communications
- **Advanced Manufacturing:** Certified Production Technician, Lean, Six Sigma Green and Black Belts, ISO, CNC and Forklift Certification
- **Supervisory Skills:** Leadership, Team Building, Customer Service, Diversity, Conflict Management, Performance Management, Coaching, Succession Planning, Time Management, Business Writing and more

Grant-Funded Training

Workforce Development is recognized as a Preferred Training Provider for the New Jersey Department of Labor. Experienced professionals from Workforce Development help companies prepare applications for New Jersey Department of Labor and Workforce Development Grants. Workforce Development personnel have the expertise to assist companies with the complete process from applying, creating the application and implementation, to administration of grant-funded programs.

For More Information

Please call at 856-468-5000, ext. 5503 to speak with our customized training specialist.

The Adult Center for Transition (ACT)

The Adult Center for Transition (ACT) is a post-secondary experience that prepares young adults with disabilities to become independent, contributing members of society. The typical ACT student is a young adult who wants further assistance transitioning into either college credit courses, continuing education certification classes or competitive employment. Students can participate in one of two academic program tracks. ACT also works in partnership with State agencies Division of Developmental Disabilities and Division of Vocational Rehabilitation to provide additional services.

For more information, please visit RCSJ.edu/ACT or call 856-464-5203.

Public Safety Training

Police Academy

Rowan College of South Jersey, in cooperation with the Board of Chosen Freeholders, the prosecutor's office, the sheriff and the Gloucester County Police Chiefs' Association, established a Police Academy to provide basic-recruit training, Class I and II special officer training and in-service training for law enforcement personnel throughout the region.

The Gloucester County Police Academy offers the Alternate Route program, which enables individuals with at least 60 college credits or two years of full-time, active-duty military experience to apply for basic recruit training without being hired by a police department.

In addition to providing recruit training, the Police Academy provides more than 75 in-service training courses to veteran law enforcement personnel annually. For further information, call 856-415-2266 or visit the Police Academy website at RCSJ.edu/PoliceAcademy.

Fire Academy

The Gloucester County Fire Training Academy, located in Clarksboro, provides a wide array of training programs for all members of the emergency services regardless of years of service or experience. Mandatory classes, such as Firefighter I and specialty classes, such as Auto Extrication, Heavy Vehicle Rescue and Handling Propane Emergencies, are available. All programs are delivered by state-certified instructors and staff with special certifications in such areas as EMS, specialized rescue and industrial emergency services brigade training.

Classroom instruction is provided in one of three spacious classrooms with the latest in audio and visual instructional aids. Practical training is provided through the use of a full-sized aircraft trainer and realistic props including a ranch-style smokehouse dwelling. Classes are offered at convenient times including nights and weekends.

In addition to the many courses that are offered to first responders, the Academy provides customized training in safety and emergency services to public and private sector employers and workers. Some of the courses that can be provided include Extinguisher Training; Hazard Communications, Global Harmonization and Classification of Chemicals; Confined Space – Lock Out/Tag Out; and Recognizing and Preventing Workplace Harassment.

For a complete list of courses and information on the Academy, visit the Rowan College Fire Academy website at RCSJ.edu/FireAcademy.

Keeping in Touch

Main Campus Number: 856-468-5000

PLEASE NOTE: Extension numbers with the 2100 and 2200 series can be reached directly by dialing 415-XXXX; 5200-5239 can be reached by dialing 464-XXXX; 6200 to 6299 can be reached by dialing 681-XXXX; 5600 numbers can be reached by dialing 494-XXXX OR by dialing the main college number 468-5000 and the extension number. All extension numbers within 5500, 6300 to 6700 series can be reached only by dialing the main College number and the extension (unless otherwise noted).

For Help With . . .	Office/Building	Extension
Absence	Instructor	(see course syllabus)
Academic Advisement Center	Student Services building	2197
Academic Probation	Academic Advisement – Student Services building	2197
Academic Support Center	Learning Commons, Room 603	6250/6254
Admissions	Admissions – Student Services building	2209
Athletics	Physical Education Center	2207
Bill Payment	Business Office – Student Services building	2226
Business and Industry Training	Workforce Development Center (WDC), 1492 Tanyard Rd.	415-7414
Business Office	Student Services building	2226
Business Studies	Business and Corporate Center	2157
Career Services and Retention Center	Student Services building	464-5209
Center for Counseling and Wellness Services	College Center, Room 206	5236
Change of Address	Records – Student Services building	2233
Charge-Back Papers	Business Office – Student Services building	2226
CLEP Testing	Testing Center/Welcome Center	2268
College Activities/Student Life	College Center, Room 203	2236
College Store	College Store	2249
Continuing Education	WDC – 1492 Tanyard Rd.	2217/2218
Cooperative Education	Business and Corporate Center	2157
Course Change (Add/Drop)	Academic Advisement – Student Services building	2197
Discrimination	College Center	2154
Distance Education	Instructional Center	2298
Diversity and Equity	College Center	2154
Education, Behavioral Sciences & Humanities	College Center	2137/2139/2140
Education, Behavioral Sciences & Humanities Adjuncts	College Center	6423
Educational Opportunity Fund	College Center, Room 210	2208
Enrollment Services/Recruitment	Student Services building	6248
Financial Aid	Financial Aid Office – Student Services building	2210
Foundation Office	College Center	6242
Grade Appeals	Academic Advisement – Student Services building	2197
Harassment (Bullying or Intimidation)	Diversity and Equity, College Center	2154
Human Resources	College Center	6310
ID Cards	Information Center – Student Services building	2197
Incomplete Grades	Instructor	(see course syllabus)
Law and Justice	Police Academy	2266

Library	Library	2252
Lost and Found	Security – College Center	6287
Name Change	Records – Student Services building	2233
NJ STARS	Student Services building	6471
Nursing and Health Professions Admissions	Admissions – Student Services building	2209
Nursing and Health Professions	Nursing and Allied Health Center	2179
Online Courses	Instructional Technology – Instructional Center, Room 435	2298
Parking Permits	Information Center – Student Services building	2197
People in Transition	College Center	2222
Personal Issues	Center for Counseling and Wellness Services – College Center, Room 206	5236
Petition to Graduate	Academic Advisement – Student Services building	2197
Placement Test	Testing Center – Learning Resource Center, Room 603	2268
Police Academy	Police Academy	2266
Portal Help	Instructional Center, Room 449A	2298
Refunds	Business Office – Student Services building	2226
Registration	Student Services building	2197
Scholarships	Student Services building	6629
Science, Technology, Engineering and Mathematics (STEM)	College Center	2156
Security	Safety and Security Building	6287/4444
Sexual Harassment	Diversity and Equity, College Center	2154
Special Services/Disabilities	Instructional Center, Room 425A	2265
Student Life	College Center, Room 203	2236
Student Affairs	College Center, Room 202	6271
Student Records/Transcripts	Records – Student Services building	2233
TASC Classes	WDC – 1492 Tanyard Rd.	6227
TASC Testing	WDC – 1492 Tanyard Rd.	6228
Technical Support	Instructional Center, Room 449A	2298
Testing Center	Testing Center – Welcome Center	2268
Title IX Issues and Concerns	Diversity and Equity, College Center	2154
Variance	Academic Advisement – Student Services building	2197
Military Services Educational Liaison	Student Services building, Second Floor	464-5239
Volunteer Center	Instructional Center, Room 410	6257

GENERAL EDUCATION REQUIREMENTS

General Education Requirements for Academic Programs in New Jersey's Community Colleges

A General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate and Certificate program In New Jersey's Community Colleges

(1997 adoption, 2007 Reaffirmed, August 15, 2007 Revision)

APPROVED BY PRESIDENTS — 9/6/2011

General Education Goal(s) addressed								Course Categories (Goal Categories)		A.A. credits	A.S. credits	A.A.S., A.F.A. A.S. Nursing credits	Certificate credits
1								Communications (Written and Oral Com.)		9	6	6	3
	2	3	4					Mathematics — Science —Technology Mathematics 3–8 cr. (Quant Knlg. and Skills) Science 3–8 cr. (Sci. Knlg and Rsnlg.) Technological Competency 0–4 cr.		12	9	3	3
				5				Social Science (Society and Human Behavior)		6	3	3	
					6			Humanities (Humanities Perspective)		9	3		
						7		History (Historical Perspective)		6			
							8	Diversity courses (Global and Cult. Awms.)		3			
								Unassigned general education credit			6	8	
								<i>General education foundation total</i>		45	30	20	6

Gen. Ed. Foundation Course Categories	NJCC Goal Categories*	Course Criteria: Below are brief descriptions of the course criteria for satisfying the requirements. For fuller description see the NJCC GE Course Criteria (September 6, 2011)
1 Communications	1 Written and Oral Communications	An array of courses which prepare students to speak, read and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for specialized degree programs and certificates.
2 Mathematics	2 Quantitative Knowledge and Skills	Any college level mathematics course including statistics, algebra or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.
3 Science	3 Scientific Knowledge and Reasoning	Any course(s) in the biological or physical sciences - or non-majors survey course. At least one of these courses must have a laboratory component.
4 Technology	4 Technological Competency or Information Literacy	Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students to access, process and present information. This component is not required for student who can demonstrate competency.
5 Social Science	5 Society and Human Behavior	Any introductory course(s) from among anthropology, economics, geography, political science, psychology or sociology.
6 Humanities	6 Humanistic Perspective	Any broad-based course(s) in the appreciation of art, music or theater; literature, foreign language; history; philosophy and/or religious studies.
7 History	7 Historical Perspective	Any broad-based course(s) or sequence of courses in World, Western, non-Western or American History.
8 Diversity courses	8 Global and Cultural Awareness	Any course whose primary purpose is to expose students to a multicultural society or people possibly within the context of non-introductory study of a foreign language. If this goal is integrated into one or more general education course(s), the three credits may be moved from this category to another general education category.
General Education Integrated Course Goal		Course Criteria: Below are brief descriptions of the course criteria for satisfying the requirements. For fuller descriptions, see the NJCC GE Course Criteria
Ethical Reasoning and Action		This ethical reasoning and action goal may be infused in any of the above categories. These courses should include the ethical implications of issues and situations.
Information Literacy		These courses include the requirement for students to address an information need by locating, evaluating and effectively using information.
Note: This document should be used in conjunction with the NJCC GE Learning Goals and Suggested Individual College-Wide Learning Obj. (9-6-2011)		

Source: New Jersey Council of County Colleges <http://www.njccc.org/wp-content/uploads/2013/10/General-Education-Foundation-Policy.pdf>

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 Josh R. Piddington, Vice President and Chief Information Officer, Rowan College of South Jersey—Gloucester
 Brigitte Satchell, Special Assistant to the President, Workforce Development, Rowan College of South Jersey—Gloucester
 Irena, Skot, Instructor I, Rowan College of South Jersey—Gloucester
 Jim Sloan, Assistant Professor, Rowan College of South Jersey—Gloucester
 Jose Torres, Instructor I, Rowan College of South Jersey—Gloucester
 Barbara Turner, Professor, Rowan College of South Jersey—Gloucester
 Richard T. Uhorchuk, Jr., Program Director, Comcast/TekSystems
 Marc Zlatkin, Vice President, Information Technology, Pennsylvania Trust

Criminal Justice/Law Enforcement

Sgt. Rachel Baum, Rowan University Police Department
 Undersheriff Andre Bay, Adjunct Instructor I, Rowan College of South Jersey—Gloucester Law and Justice Division
 Mr. Francis Burke, Adjunct Instructor, Rowan College of South Jersey—Gloucester Law and Justice Division
 Mrs. Almarie Jones, Special Assistant to the President, Diversity and Equity/Title IX/ Compliance, Rowan College of South Jersey—Gloucester
 Mrs. Lucy McClain, Assistant Professor/ Coordinator, Rowan College of South Jersey—Gloucester Paralegal Program

Human Resources

John Baldino, President, Humareso
 Mike Girone, Global Channel Competency Director, Agilent Technologies
 Laraine Knauss, SPHR, SHRM-SCP, Vice President of Human Resources, Food Sciences Corporation
 Marlene Loglisci, Assistant Professor, English, Rowan College of South Jersey—Gloucester
 Danielle Morganti, Instructor I, Rowan College of South Jersey—Gloucester
 Karen Roberts, Director of Human Resources, Flaster Greenberg PC
 Doug Scappa, Representative, Wilmington University, Rowan College of South Jersey—Gloucester
 Robin Weinstein, Chair, Human Resources Management Program and Associate Professor, College of Business,

Wilmington University

Digital Marketing

Mike Bosniak, Associate Creative Director, Evoke
 Dave Comfort, Executive Director, Programming and Project Management, Rowan College of South Jersey—Gloucester
 Christine Conley, Independent Marketing Consultant
 Amy Danley, Chair, Marketing Program/ Associate Professor, Wilmington University
 Stephen Domzalski, Sales & Marketing Director, M2 Foodservice Representative
 Lynda Fuller, Director, Undergraduate Programs, Wilimington University College of Business
 Janet Garraty, Owner, Garraty Group
 Mike Girone, Global Channel Competency Director, Agilent Technologies
 Steve Graham, President, Graham Communications
 Sharon Hammel, Senior Vice President, Sr. Retail Market Manager, Republic Bank
 Joseph O'Donnell, Vice President, Fulton Bank
 Michael Pallozzi, President, Financial Advisory and Investor Coach, HFM Investment Advisors, Inc.
 Josh Piddington, Vice President and Chief Information Officer, Rowan College of South Jersey—Gloucester
 Henry Ryder, Professor Emeritus, Rowan College at Gloucester County
 Shawn Salvatore, Senior Vice President, Harris, Baio and McCullough (HB&M)
 Brigitte Satchell, Special Assistant to the President, Workforce Development, Rowan College of South Jersey—Gloucester
 Irena Skot, Instructor I, Rowan College of South Jersey—Gloucester
 Jim Sloan, Assistant Professor, Rowan College of South Jersey—Gloucester
 Daniel Sulpizio, Executive Vice President/ COO, South Jersey Credit Union
 Diane Trace, Instructor I, Rowan College of South Jersey—Gloucester
 Barbara Turner, Professor, Rowan College of South Jersey—Gloucester

Diagnostic Medical Sonography

Jennifer Aloï, Salem Medical Center
Sue Baldwin, Inspira-Millville Imaging Center
Billie Jean Boardon, AS, RDMS, Inspira-Woodbury
Jennifer Bruno, RDMS, SJH Regional Medical Center
Pam Convoy, Jefferson Health/UMC
Natalie Farrell, Inspira-Elmer
David Guay, Cape Regional Medical Center
Jennifer Hatfield, Outpatient Medical Imaging-Wash. Twp.
Lamont Hill, RDMS, Children's Hospital of Philadelphia
Kristen Hodges, ASRDMS, Shore Memorial Hospital
Joseph Jones, Jefferson Health System
Jessica Kinee, Hahnemann Hospital
Jena Mazzone, RDMS, Cooper Hospital/University Medical Center
Lori Mohrman, Jefferson Maternal Fetal Medicine
Christine Morris, Inspira, Bridgeton
Jennifer Monteferrante, AS, RDMS, Our Lady of Lourdes Hospital
Thomas Niedbala, MD
Adrienne Petolicchio, Virtua Maternal Fetal Medicine
Roseanne Scott, Jefferson, Cherry Hill
John Snyder, F.M. and W. Drilling, Inc.
Grace Sveinbjornsson, Cooper ADU-Antenatal Diagnostic Center
Lea Sweet, ASRDMS, Atlanticare Regional Medical Center-Mainland
Helen Taylor, South Jersey Radiology, Voorhees
Janis Della Zanna, Atlanticare Maternal Fetal Medicine

Nuclear Medicine Technology

Melanie Allen, Nuclear Medicine Department, Jefferson, Stratford Hospital
Jason Colloton, Nuclear Medicine Department, Hospital University of Pennsylvania
Sue Haviland, Atlanticare Regional Medical Center
Dave Hawthorne, Nuclear Medicine/Virtua, Our Lady of Lourdes Medical Center.
Amy Hollier, Jefferson Washington Township Hospital
Rose Anne Leighty, Jefferson Washington Township Hospital
Dr. Pryma, Hospital of the University of Pennsylvania
Jacquelyn Quintero, Nuclear Medicine Department, Nazareth Hospital
Steven Regn, Nuclear Medicine Department, Virtua Health Systems
Nikole Zallie, Cape Regional Medical Center

Nursing

Theresa Asuncion, Clinical Educator, Northbrook Behavioral Health Hospital
Dr. Deirdre Conroy, RowanSJ—Cumberland
Katonya Custis, 2019 Graduate, Rowan College of South Jersey—Gloucester
Bernadette Graff, Faculty member, GCIT
John Grzechowiak, 2018 Graduate, Rowan College of South Jersey—Gloucester
Jessica Jolly, Professor, Rowan College of South Jersey—Gloucester
Deborah Malone MSN, RN, Clinical Educator-Medical-Surgical & ACE Units and Coordinator for Academic Relationship, Jefferson Stratford Hospital
Kelly Marsh, MSN, RN, PCCN, Education Outcomes Manager, Inspira Medical Center Vineland
Dr. Mary Ellen Santucci, Rowan University
Shannon Spaeth, Jefferson Health Care Center
John Stanton, 2017 Graduate, Rowan College of South Jersey—Gloucester
Dr. Carole Subotich, Professor, Rowan College of South Jersey—Gloucester
Emily Turnure MSN, RN, NEA, BC, Network Director Education, Inspira
Tara Weeast, 2018 Graduate, Rowan College of South Jersey—Gloucester

Paralegal

Lucy P. McClain, Esq., Program Coordinator/Facilitator of ABA Approval
Frederick Madden, Dean, Law and Justice Division, Rowan College of South Jersey—Gloucester
Lewis Adler, Esquire
Sarah Cranston, Esquire
Bethany Frederick, Paralegal
Jonathan Ivans, Esquire
Kimberly A. Koehnig, Esquire
Lynn Perez, Paralegal
Diana Reed-Rolando, Esq., Assistant Prosecutor, Gloucester County
Deborah Schnell, Legal Assistant
Nicholas Weeks, Office Manager
Michelle Z. Mackay, Office Manager, Paralegal
Janet Schaefer, General Public Member
Rose Wakemer, General Public Member

Physical Therapist Assistant

Christine DeSanta, PT, 2019 Graduate, Rowan College at Gloucester County
Bernadette Graff, faculty member, Gloucester County Institute of Technology
Dr. Dennise Krencicki, PT, Assistant Professor/Director of Clinical Education, Rutgers, The State University of New Jersey
Dr. Jocelyn Lewis, PT, Assistant Professor, Rowan College of South Jersey—Gloucester
Renée Nusbaumer, PTA, NovaCare Rehabilitation
Nancy Prickett, PT, Colonel (ret.), U.S. Army
Laurie Rohrman, DMS Clinical Coordinator, Rowan College of South Jersey—Gloucester
Dr. Carole Subotich, Professor, Rowan College of South Jersey—Gloucester
Donna Zamost, PT, 2018 Graduate, Rowan College at Gloucester County
Jennifer Sewell, PT, Virtua Home Care

Directions

Directions to Rowan College of South Jersey's Gloucester Campus —

*Located in Deptford Township, Gloucester County
1400 Tanyard Road, Sewell, NJ 08080
Exit 56 of Route 55
856-468-5000*

From Williamstown

Take Route 168 North (Black Horse Pike) to Turnersville. Enter the jughandle on the right for Greentree Road. Continue on Greentree Road to the second traffic light and turn right onto Egg Harbor Road. Stay on Egg Harbor Road to five-point light intersection (Seven Star Diner across the intersection on the right). Go straight through the light. A half block after the intersection make a left, following the sign for Sewell, onto Blackwood-Barnsboro Road. Follow for about one mile and the College entrance will be on your right.

From Clayton

Take Route 47 (Delsea Drive) through Glassboro and Pitman. Continue through Hurffville and make a left onto Salina Road. At the next intersection, make a right onto Blackwood-Barnsboro Road. The College entrance will be on the left.

From Route 55 Southbound

Take Route 55 South to Exit 56-B, Route 47 North (marked Woodbury-Westville). Turn left at the first traffic light onto Bankbridge Road. Go to the first traffic light (Tanyard Road) and make a left. Third entrance on the left (just past Monongahela Junior High School and Gloucester County Institute of Technology) is Rowan College.

From South Philadelphia

Cross the Walt Whitman Bridge to Route 42 South. Follow signs to Atlantic City. Take Exit 13, Route 55 South and follow directions above to Rowan College.

From the Delaware Memorial Bridge

Take Route 295 north to Exit 11. Take Route 322 East for several miles to Route 45. Make a left onto Route 45 North. Follow for one mile to Breakneck Road (Route 603 — Heritage's Dairy on the corner). Make a right onto 603 and follow to Tanyard Road (located just past the Wawa). Make a left onto Tanyard Road. Rowan College entrance will be on the right.

Alternate: Take the NJ Turnpike north to Exit 2 and make a right onto 322 East. Follow directions above to the campus.

Directions to Rowan College's Workforce Development — Gloucester

*Located at 1492 Tanyard Road, Sewell, NJ 08080
856-415-2217*

From Atlantic City and/or Williamstown — (via Rt. 322/Rt. 168)

Rt. 322 becomes Rt. 168 in Williamstown at Geets Diner. Take Route 168 North (Black Horse Pike) to Turnersville. Enter the jughandle on right for Greentree Rd. (just after Arby's). Continue on Greentree Rd. to second traffic light and turn right onto Egg Harbor Rd. Stay on Egg Harbor Rd. to third light — Salina Rd. Make a left onto Salina Rd. go straight, through one stop sign (Delsea Drive). At four-way stop blinking light, cross over Blackwood-Barnsboro Rd. The entrance to the office is on the right before Tanyard Rd. intersection.

From Clayton (Route A-via Rt. 47)

Take Route 47 (Delsea Drive) through Glassboro and Pitman. Continue through Hurffville and make a left at traffic light onto Sewell Rd. (Heritages Dairy store and Hurffville-Cross Keys Rd. on right, Insurance Co., King Marine and Sewell Rd. on left). Bear left at stop sign onto Salina Rd. Follow Salina Rd. to four-way stop light. Cross over Blackwood-Barnsboro Rd. The entrance to the office is on right before Tanyard Rd. intersection.

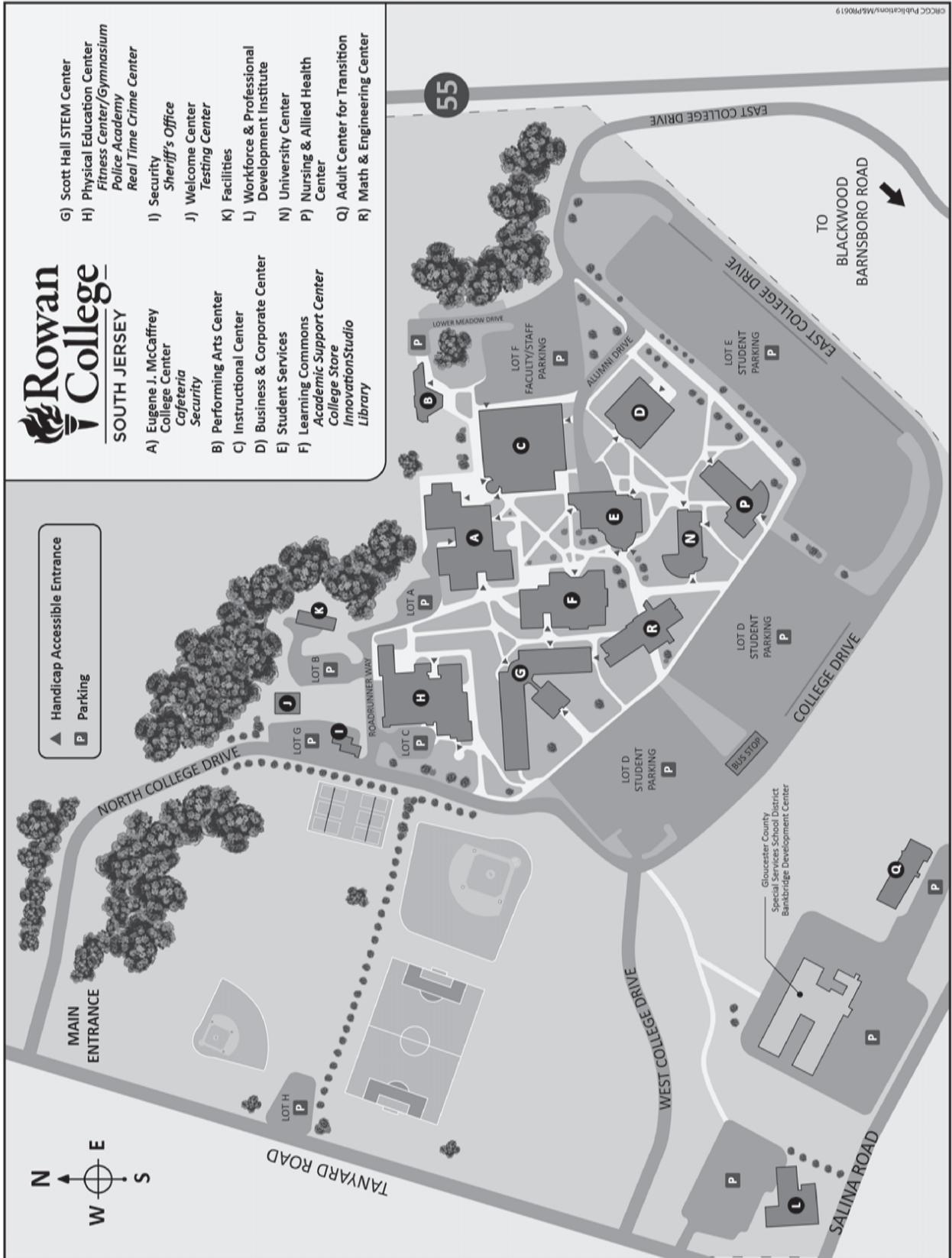
From Vineland/Millville (via Route 55 North)

Take Route 55 North to Pitman/Wenonah exit (Route 553 Woodbury-Glassboro Rd). Bear right and proceed on Route 553 North toward Wenonah. Turn right at first traffic light (LukOil gas station, Wawa) onto Route 603 North (Center St./Blackwood- Barnsboro Rd). Take first left onto Tanyard Rd. The entrance to the office is on the right just past the intersection of Tanyard and Salina Rds.

From the Delaware Memorial Bridge

Take Route 295 North. Take the Woodbury/National Park exit then bear right onto County Road 534 (Delaware St./Cooper St.) and continue into Woodbury — Broad Street, (Court House on the left). Turn right at next traffic light onto Evergreen Ave. Travel one block and turn left at light onto E. Barber/Tanyard Rd. Continue on through four lights. The entrance to the office is on the left past Rowan College.

Gloucester Campus



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Cumberland Campus Student Handbook

One Stop Enrollment Services

Registration

Students must officially register in order to enroll and attend classes. To complete registration, degree students must register online using WebAdvisor or complete a student schedule, select their courses and make payment. In-person registrants must have an advisor signature, i.e., approval; submit a schedule to Enrollment Services; select a payment plan or present deferral information (financial aid). Students may not attend classes unless they are officially registered.

Outstanding obligations to the College such as bills, parking violations, loan default, basic skills testing, etc. are checked at the time of registration. These obligations must be cleared before a student may register. In addition, course prerequisites are reviewed. Students without necessary course prerequisites or instructor's permission may not register for that course. Payment in full is due at time of registration for any summer or winter session.

Schedule and Course Load

Students taking 12 or more credits in fall or spring semesters are considered full-time students for that semester. The normal maximum credit load for fall or spring semester is 18 credits. The normal maximum credit load for a summer session is 6 credits. The normal maximum credit load for winter session is 3 credits. Students wishing to take credits above these limits must obtain an advisor's signature; the student will then take the signed registration form to the Enrollment Services Office.

Call Center

The RCSJ Cumberland Campus Call Center consists of trained operators who provide updated information to students and community members. Operators are able to offer timely customer service while answering questions regarding Financial Aid as well as the entire enrollment and testing process. The Call Center can be reached at 856-691-8600, ext. 1336 Monday through Friday, 9 a.m.–4:30 p.m., with additional hours until 7 p.m. on select Tuesdays as published on the website.

Immunization

All full-time students must present evidence of immunization against measles, mumps, rubella and Hepatitis B. Students born before 1957 are exempt from this requirement, as are students who object to immunization for personal, religious or medical reasons. Proper documentation is required for exemption. Students may be admitted or enrolled on a provisional basis for the first semester if the immunization documentation is not yet available. Questions concerning the immunization policy should be directed to the Office of Admissions.

Student IDs

Each new RCSJ student is issued a free identification (ID) card. Students must show a current schedule as proof of registration along with a valid photo ID to obtain a College photo ID card. ID cards are to be carried at all times, as photo ID is required when registering or transacting business involving student records. Students are required to present their ID cards prior to taking academic tests in Testing Services, for use of library services, computer lab, bookstore and the fitness center. The card also serves as a Student Life card for admission to College-sponsored events. ID cards must be validated each semester. RCSJ students on the Cumberland campus can address general ID inquiries to the Office of Admissions or visit RCSJ.edu and select Cumberland Campus. There is a \$10 fee for replacement ID cards; replacement cards are processed by Enrollment Services.

Course Changes After Registration

A student may change a course(s) after registration and prior to the end of the drop/add period. A \$3 fee will be charged for each course added that is not initiated by the College. Regular registration procedures/requirements must be followed.

Personal Information Changes

Students who change their address, phone, name, etc. are required to complete an Information Change form and submit this to the Enrollment Services Office.

Library

A separate personal information update is needed for the Library when name or address changes occur. Failure to officially submit personal record changes may cause problems with your student records and the delivery of College information.

Curriculum (Program/Major) Changes

Students who wish to change their curriculum (major) may do so by completing a Curriculum Change form and submitting it to the Enrollment Services Office. Students should consult their advisor or a counselor about changing majors.

Non-Degree (Non-Matriculated) Students

Non-Degree students may enroll in credit courses for personal interest, job skills, career advancement, enrichment or transfer to another institution. Enrollment in English, Mathematics and Science courses requires appropriate Accuplacer placement test scores or course prerequisite completion. To enroll in a credit course as a Non-Degree student:

1. Submit a completed undergraduate application online.
2. Take the Accuplacer Test upon the completion of 12 credits or submit official transcripts documenting prerequisite completion in English, Mathematics and Science.

Repeated Course

When a course is repeated, the highest grade will be used in calculating the student's cumulative GPA. All grades, however, will remain on the student's permanent record.

Allied Healthcare Programs Admission

Students wishing to enter the Practical Nursing, Registered Nursing and Radiography programs have specific, date-sensitive application criteria and are not automatically enrolled in these programs through completing the general application to the College. Information can be obtained on our website by clicking on Admissions, then clicking on the Allied Health link near the bottom of the page. Attendance at a Healthcare Information Session is required and provides a comprehensive review of Allied Health application criteria.

High School Pre-requisite for Anatomy and Physiology I

In order to facilitate the direct entry of students who apply to a selective Allied Health program during their senior year of high school, there is an additional pre-requisite option for Anatomy and Physiology I. Students who have successfully completed College Preparatory, Honors or Advanced Placement Biology or Chemistry in high school with a grade of "C" or better (as documented on an official high school transcript) and are within three years of high school graduation when attempting to register for BI0-106 Anatomy and Physiology I may request to waive the pre-requisite for BI-106. Please note that students are required to demonstrate college-level proficiency in Mathematics, English and reading before registering for BI-106. Students who do not meet the above criteria must take either BI-101 General Biology I or CH-101 General Chemistry I.

Bursar's Office

The Bursar's Office manages financial transactions between students and the College. The specific responsibilities of this department are, but are not limited to, issuing billing statements; collecting and accurately applying payments to student accounts; applying debit and credit information from the Financial Aid Department; issuing refunds; and providing year-end tax information. Also, the Bursar's Office interacts with an outside collection agency with regard to the collection of delinquent accounts (tuition past due).

All student disbursement checks are mailed to the address on file. Student disbursement checks include student loans, refunds and financial aid stipends. It is extremely important to update your address and a contact number to ensure prompt delivery.

Residency

A student's residency is determined by their length and place of residency both within or outside the county and state. Students who wish to appeal the College's determination of their residency may file a request for consideration. Such requests for residency reconsideration must be submitted to the Executive Director of Student Services in writing and include information supporting the student's request. There are not any out-of-county fees for students who reside in either Cumberland or Gloucester County.

Out-of-County Students — Chargeback Procedures

All out-of-county students (residence other than Cumberland or Gloucester County) are REQUIRED to process a Chargeback with the respective community college in their county for every semester of attendance to receive a reduced tuition rate. Eligible out-of-county students are responsible only for the reduced in-county tuition cost and their home county will provide the additional out-of-county cost.*

Deadlines for submitting and processing a Chargeback to RCSJ can be found on our website at RCSJ.edu under “paying for college.” Please note that your county deadlines for processing a Chargeback may differ from RCSJ and must be processed accordingly. Contact the Admissions and Registration Office to obtain a Chargeback Certification form.

*NOTE: Failure to process a Chargeback each semester by the deadline will result in additional charges to the student’s account.

Tuition Payment Plan

There is a Tuition Payment Plan designed to enable eligible students to make tuition payments in installments prior to the fall and spring semesters. Eligibility requirements are available at the Bursar and Enrollment Services Office. Students should review the requirements before applying. A \$25 non-refundable deferred payment fee will be charged.

County Senior Adult Student

Cumberland County residents who have reached their 60th birthday may enroll in courses offered at RCSJ’s Cumberland campus tuition free, on a space available basis (beginning three days prior to the semester). Students taking advantage of this opportunity must meet course prerequisites and are responsible for all instruction related fees other than tuition. State and Federal Grant Aid is applied before tuition waiver.

Senior residents should inform the Admissions, Enrollment and Bursar Offices of their status when registering and if they will be auditing the class.

Military Service Educational Benefits

Students who have served or are currently serving in the Armed Forces, as well as current active National Guardsman, may be eligible for education benefits. Students should contact the Veterans Certifying Official located in the Admissions Office for information regarding applying and processing benefit applications and enrollment certifications.

A Veterans Resource Center is available within the Student Counseling and Wellness Office for student veterans, their spouses and dependents who are currently enrolled. The center provides a private study area, lounge and kitchenette. The hours will adhere to the Student Counseling and Wellness office hours.

Financial Services and Information

Cumberland Campus Tuition and Fees — Fall 2019 and Spring 2020

(as of Fall 2019; all costs subject to change)

1. Tuition

Gloucester and Cumberland County Residents	\$122.00	per credit
Out-of-County Residents ¹	132.00	per credit
Out-of-State Residents	264.00	per credit
International Students	264.00	per credit
Early College Dual Enrollment Program (no fees)	85.00	per credit
Senior Citizen Discount	100% Discount	
<i>(discount applies only to tuition, no limit on number of courses)</i>		

2. Required Fees

Comprehensive Fee	20.00	per credit
Technology Fee	10.00	per credit

3. Program Fees

Fee is applied per semester for students enrolled in Nursing, Practical Nursing	\$1,150.00
Fee is applied per semester for students enrolled in Radiography	\$600.00

4. Additional Fees

Late Registration Fee	\$20.00
Academic Transcript Evaluations	5.00 per credit
Applied Music Course Fee	230.00 per course
Art Studio Course Fee	25.00 per credit
Change of Course Fee (non-refundable)	\$3.00 per change
Contact Hour Fee (1)	\$60.00
Contact Hour Fee (2)	\$120.00

Contact Hour Fee (3)	\$180.00
Dual Credit Fee	\$40.00 per credit
Foreign Language Fee	\$10.00 per credit
Graduation Petition Evaluation Fee (non-refundable)	\$25.00
Graduation Petition Late Fee	\$25.00
Insufficient Funds Check Fee	\$30.00
Late Registration Fee (non-refundable)	\$20.00 per term
Nursing RN and PN Lab Fee	\$1,500.00 per semester
Online, Telecourse and Hybrid Course Fee	\$15.00 per credit
Payment Plan Late Fee (non-refundable)	\$30.00
Radiography Lab Fee	\$600.00 per semester
Registration Fee (non-refundable)	\$20.00 per term
Replacement Diploma Fee	\$35.00
Science Lab Fee (per course)	\$60.00
Stop Payment/Reissue Check Fee	\$30.00 per check
Transcript Fee (per request)	\$5.00

(Reference Board Policy 6203)

¹ Students not residing in Cumberland or Gloucester counties will be charged \$10 per credit over in-county rates with appropriate chargeback documentation. Without proper documentation, the out-of-county rate is \$197 per credit.

2019–2020 Refund Policy

Refunds of Tuition and Fees for students who officially withdraw from their class(es) are as follows:

100% for withdrawals completed before the semester/session begins.

100% for withdrawals completed during the add/drop period. Add/drop period is the designated first week for the fall and spring semesters or designated equivalent for summer, winter or other short sessions.

50% for withdrawals completed during the designated second week or equivalent for the semester/session.

No refund for withdrawals completed after the designated end of the second week or equivalent for the semester/session.

Semester/session, start dates, add/drop periods, withdrawal deadline dates are listed in the College Calendar.

Withdrawals from class(es) can be completed at the Enrollment Services Office or online. Online withdrawals can only be completed before the semester/session begins and during the 100% refund add/drop period. Withdrawals after the 100% refund add/drop period must be completed at the Enrollment Services office. Students with Academic or Institutional restrictions can only withdraw at the Enrollment Services Office. Students dropped or removed from class(es) for any reason forfeit all refunds. The above refund schedule applies to credit class(es) enrollment only.

Graduation Requirements/Procedures

Students must complete the required courses and credits in an approved program with a cumulative 2.0 GPA to graduate and earn a degree or certificate. The required credits must include 45 for the Associate in Arts degree, 30 for the Associate in Science degree and 20 for the Associate in Applied Science degree of approved general education credits. The certificate programs must include at least six approved general education credits. All students must meet the mathematics requirement to graduate and earn a degree from the College.

Students must submit a Petition to Graduate form (valid for one academic year) to the Enrollment Services Office and process payment. To avoid late fees, please adhere to petition deadlines.* A graduation status notification will be sent to the student's RCSJ email account approximately 4-6 weeks after a petition has been submitted.

Students who are eligible to participate in the Commencement ceremony will be invited to do so. Caps and gowns may be purchased from the Barnes & Noble Bookstore located in the Student and Enrollment Services Center for an additional fee. Only eligible students will be permitted to purchase graduation regalia.

Minimum graduation requirement for Allied Healthcare Programs: In order to successfully graduate with a Nursing A.A.S. (ADN), Practical Nursing AC or Radiography A.A.S. degree, a grade of C or better must be achieved in all courses required for that degree.

NOTE: For Commencement Ceremony information, please check our website.

*Deadlines for Graduation Petition:

Fall/Winter Grads (8/26/19–10/29/19) — (Petitions submitted after will incur a \$25 late fee)

Spring/Summer Grads (11/4/19–2/25/20) — (Petitions submitted after will incur a \$25 late fee)

Transcripts

A transcript of student course work may be obtained in the Enrollment Services Office. The transcript request must be made in writing or may be requested via WebAdvisor; faxed requests are not accepted. The transcript request will take 3-5 business days to process after receipt and up to 2 weeks at the end of any semester. A \$5 fee will be charged for each official transcript requested.

Transfer of Credits: Advanced Standing

For Associate in Arts, Associate in Science degree programs and Academic Certificates, a maximum of 50% of credits required for the degree may be allocated from credits attained elsewhere. For Associate in Applied Science programs, the normal transfer allocation will be 50% of the credits required for the degree. A student, however, may earn up to 75% of the required credits elsewhere if the student obtains written prior approval from the Provost and Vice President, Academic Services. RCSJ college credits can be awarded for courses from other accredited colleges/universities; CLEP examinations; military training; high school advanced placement programs; Two-plus-Two Tech Prep programs; and, recognized non-collegiate courses and/ or training programs. All transfer credits must be applicable to the student's major in order to be considered for advanced standing. Specific information concerning transferring credits can be obtained in the Admissions Office.

The College supports online instruction; however, selective admission programs in health professions should be completed in a face-to-face or hybrid format. The College does not accept online lab science courses into degree programs where graduates are expected to demonstrate specific laboratory skills. These program areas include: all Nursing programs, Radiography, all Biomedical Science programs, all Health Science programs, Engineering, Agriculture/Horticulture, and all Math/Science programs. Transfer students declaring a major in one of these areas will be required to submit written verification (on college letterhead, from the professor or Dean of the sending institution's science department) that the laboratory portion of any lab science course was not completed online. Information is subject to change, please visit Academic Advising for further updated details. Students are required to provide proof of the course(s), delivery method(s), and class syllabus. All students should seek transfer advisement as to whether a course meets transfer criteria eligibility for all programs of study, specifically selective admissions programs.

Student Services

First Year Experience Courses

All colleges have a First Year Experience (FYE) course available to students. At RCSJ this entails enrollment in a one or three credit Freshman Seminar course designed to firmly establish academic survival skills. These courses vary in their delivery and may also take the form of a Learning Community. Student engagement promotes student success.

Career Services

Career Services assists students with exploring a major and developing their career readiness skills. The College provides a free career assessment that is accessible online by creating an account at NJCAN.org, with the user ID: Cumberlandstudent1 and Password: NJcan!17. This website provides various career assessments and occupational outlook information that can help students explore various careers in their interest area. RCSJ offers career mentoring, in which students can be paired with a professional from the community in their field of interest to provide real life information and insight about their major. The College uses an online career portal called College Central Network (CCN) to connect students to employers. CCN can also be used for resume development, cover letter tips and learning how to prepare for an interview. Students are able to find work-study jobs, internships, service learning and employment opportunities at collegecentral.com/ccnj. Students can also meet with the Director of Cooperative Education in order to receive more comprehensive career counseling and coaching and attend various career development workshops held throughout the year.

Job Placement

The College does not place students in employment but frequently receives requests from employers to post summer jobs, internships and professional positions for our students and Alumni. This is a free service available to the public to benefit our students. Students looking for employment opportunities should create an account in College Central Network (CCN) at collegecentral.com/ccnj to view postings and receive employment alerts.

Student Counseling and Wellness Services

The RCSJ — Cumberland counseling service provides culturally sensitive short-term counseling to all enrolled students. Counseling services help to improve the emotional well-being of students and reduce stigma through individual counseling, educational workshops, community referral and staff and faculty consultation.

Services are FREE and offered at the request of the student. Laws of confidentiality, ethics and standards of clinical practice govern the process of counseling and referral service. Thus, information regarding students receiving counseling services will not be provided without student's consent. However, potential and/or imminent risk to self or others may limit student's right to self-determination.

Service Location: Academic Building, lower level.

Services are provided Monday through Friday during regular office hours. To speak to someone at all other times, students can contact Oaks Integrated Early Intervention Support Services at (856) 537-2310 or the New Jersey Hope Line at 855-654-6735 or speak with someone via text 24/7 at [njhopeline@ubhc.rutgers.edu](mailto:njhopenline@ubhc.rutgers.edu).

Appointments are preferred, but walk-ins are welcomed.

Educational workshops are held throughout the year in various locations on and off campus.

Student Intervention Team (SIT)

RCSJ—Cumberland strives to provide a safe and secure campus and learning environment for students, employees and visitors. To enhance campus safety, a Student Intervention Team (SIT) has been established to facilitate campus awareness and render administrative decisions that respond to student mental health issues and concerning behaviors.

Students who experience depression, high anxiety, suicidal ideations or other mental or emotional distress should contact the Student Counseling and Wellness office as outlined under “Mental Health” above. Students who observe or are aware of other students who appear to be distressed or a threat to harm themselves or others should report the student(s) to SIT. Students can anonymously refer students of concern by calling ext. 1414 or at the student Blackboard MyCCC Portal by clicking on SIT under Campus Bookmarks for E-Form submission. SIT will assess reported student(s) and provide assistance to support student wellness and campus safety.

Madison Holleran Suicide Prevention

In an effort to help students in distress, prevent acts of suicide and improve access to quality mental health care and resources for suicide prevention, RCSJ—Cumberland will do the following:

Part One: General Provisions

Peak Hours

If there is a risk or concern of suicide during peak hours (8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays and other school closings), referrals for suicide prevention will be made to the Student Counseling and Wellness Service’s office (856-691-8600, ext. 1258 or Campus Security at 856-691-8600, ext. 1777) for assessment and/or additional resources.

Non-Peak Hours

During all other hours, a risk or concern of suicide referrals may be made to the following resources:

- Cumberland County Guidance Center (856-455-5555)
- New Jersey Hope Line (855-654-6735)
- Dial 911 for emergencies

*The College’s security office and/or Evening Administration may also be contacted 856-691-8600, ext. 1777)

Educational Opportunity Fund (EOF) Program

The mission of the Educational Opportunity Fund Program (EOF) at RCSJ—Cumberland is to provide access to higher education, direct support services and financial assistance for students who demonstrate potential to succeed in college, but come from communities disadvantaged by low income and have an absence of adequate educational preparation necessary to thrive in college.

The state-funded program offers financial support, as well as individualized counseling, tutoring, workshops, career preparation and transfer assistance. In order to be considered for admission into the program, a student must meet the following criteria:

- Possess a high school diploma or GED.
- Complete a RCSJ—Cumberland application and EOF program application.
- Complete a Free Application for Federal Student Aid (FAFSA).
- Register as a full-time (12 or more credits per term) student and have selected a degree or certificate program in your first semester at RCSJ—Cumberland.
- Meet the eligibility requirements for EOF state income guidelines.
- Participate in an interview with an EOF Counselor whose purpose is to assess the applicant’s potential to succeed in college although academically under-prepared.
- Have a minimum of a 2.0 grade point average (GPA) if one or more semesters have been completed at the College.

If you have questions, please stop by our office located in the Student and Enrollment Services Center, give us a call at 856-691-8600, ext. 1255 or visit our website at RCSJ.edu/cc/EOF.

STEM Pathways

The STEM Pathways Project (Caminos STEM) assists students majoring in the fields of Science, Technology, Engineering and Mathematics, with a focus on Hispanic and low-income students. Students who are part of the STEM Pathways Project will have accessible STEM academic advisors, career coaching, additional tutoring support, a textbook loan program and monthly STEM Smart Workshops where they can interact with STEM professionals. STEM Pathways staff are here to guide you through a challenging and exciting major, show you a clear path to a career in your field and assist in your successful transfer to a four-year institution.

TRIO Student Support Services Program

TRIO, Student Support Services (SSS) is a federally funded educational opportunity outreach program designed to empower students to succeed and achieve academic excellence. TRIO, SSS provides free services to help motivate and support students in their pursuit of a college degree.

Free Services:

Academic Advising
Transfer Advising
Academic Tutoring
Leadership Opportunities
Scholarship Opportunities
Grant Aid Opportunities
Cultural Enrichment
Career Development
Financial Literacy
Workshops

Eligibility Criteria

Must be a U.S. citizen or permanent resident
You are or will be a student enrolled in a degree or certificate program
Must meet income criteria as established by the U.S. Dept. of Education

How to Apply

Interested students who would like to participate in this rewarding program are encouraged to visit our website RCSJ.edu/cc/TRIO.

Once the application has been submitted, please allow one week for processing.

Contact:

TRIO, Student Support Services
3322 College Drive, Vineland, NJ 08362, Phone: 856-200-4711

Hours of operation are Monday-Friday 8:30 a.m.–4:30 p.m.

Vías Hacia la Graduación (Pathways to Graduation)

As part of the RCSJ—Cumberland Title V grant, the “Vías Hacia la Graduación” program is designed to promote Hispanic student enrollment, retention and graduation. Las Vías will increase communication, outreach and advisement support services to our Hispanic students in order to foster a steady connection with advisors, strengthen academic performance and increase potential to graduate.

Las Vías Program participants receive:

- **Individualized academic support services** — advisement for an Education Success Plan that will guide the path towards graduation
- **Academic and career advisement** — guidance on how to navigate through College processes and help with decision making regarding academic programs and career exploration
- **Financial Aid Advisement** — assistance with understanding financial aid processes, financial literacy and scholarship awareness
- **Transfer services** — facilitate graduation processes and transfer counseling
- **Special programs** — workshops to enhance student knowledge of campus resources and student leadership opportunities

To be eligible for Las Vías, students should:

- Be either a first generation college student (parents do not have a bachelor’s degree) and/or low income
- Declare a major leading to an associate degree or academic certificate (guided pathway)
- Make a commitment to graduate within 3 years or less
- Make a commitment to complete required remedial courses within the first year of study
- Submit the program application found at RCSJ.edu/LasVias and make an appointment in the Las Vías offices located across from the cafeteria.

What Students Should Know

Bus Service

NJ Transit operates bus service to RCSJ’s Cumberland campus Monday through Saturday between 7 a.m. and 10:30 p.m. The #553 bus serves Upper Deerfield, Bridgeton, Millville and Vineland. Schedules of services and rates are available from NJ Transit’s website njtransit.com.

Gender Neutral Bathrooms

The College strives to create and sustain a campus environment that supports and values all members of our community. One aspect of creating a supportive environment is providing safe, accessible and convenient bathroom facilities. As such, students, staff, faculty and campus guests may utilize gender inclusive facilities that are labeled “All Gender Restroom.”

Center for Academic and Student Success

The Center for Academic and Student Success (CASS) is located in the Enrollment and Student Services building. The center is open from 8:30 a.m. to 4:30 p.m. Monday through Thursday, with evening hours until 7 p.m. available on published Tuesdays, and 10 a.m. to 4:30 p.m. on Friday. Summer hours may vary. Academic Advisement, Disability Services, Testing and Tutoring, Career Exploration and Transfer Services are coordinated under this department.

Classroom Success

Classroom attendance, timeliness, attentiveness and participation are all very important for academic success. Understanding of the course material is significantly enhanced when students follow these effective classroom behaviors. Students are expected to attend class, be on time, stay to the end, pay attention and participate. Anything less can create distractions for the student, the instructor and others in the class.

The following suggestions will create a better learning and teaching environment for everyone in the classroom:

- Be on time — even early — to class
- Stay in class for the entire class period
- Turn off electronic devices — cell phones, pagers, iPods, MP3s, etc.
- Bringing children to class can be disruptive and is against College policy
- Avoid drawing attention to oneself by making noise, class clowning, imitating others, etc.
- Be respectful and cooperative with the instructor and other students
- Avoid bringing food or eating in class
- Alert instructor to any special needs or temporary problems
- Obtain permission from your instructor before bringing a visitor/guest to class

Students who cause classroom distractions may be considered disruptive by the instructor. When considered to be disruptive, the instructor may temporarily or permanently (if disruption is extreme, excessive or continuous) remove students from class. While different instructors may have different classroom expectations and tolerance levels, it is best not to engage in any disruptive behaviors to avoid confusing one instructor's "level" with another's. Give yourself every opportunity for success.

Academic Advisement

After a student attends a New Student Orientation they will be assigned an advisor. All degree-seeking students are assigned an academic advisor to help guide them through their academic journey. This advisor will work closely with each student to guide them regarding their career directions and goals, academic aptitudes, full- or part-time attendance, academic schedule in balance with personal responsibilities, setting up an Education Success Plan and instruction on how to navigate their student Portal. Interactive tools found within the student Portal permit students to monitor their degree requirements, register for classes each semester, plan their academic program, determine how credits can be applied to other majors, view their financial aid award, view their account summary, make payment arrangements and more.

Advisors will perform an intake assessment with each student designed to determine eligibility for support services, identify strengths and potential barriers to success, and discuss the pathway for their major. The advisor remains assigned to the student throughout their academic journey, unless the student is accepted into a supportive program, at which time the student will be assigned an advisor from that program. Advisors and students connect multiple times each semester (known as intrusive advisement) to ensure that the student is on track and is successfully completing their courses. Advisors use a tool called "Starfish" that acts as an early alert and case management tool that keeps the advisor, the student and the student's professors informed and connected.

Transfer Services

The College offers student transfer assistance year round. Two events provide valuable exposure to four-year colleges and universities. College Night in October and Transfer Day in February bring colleges and universities to the Cumberland campus enabling students to learn what these schools offer and apply for transfer. Office appointments are made available to anyone with individual questions. RCSJ-Cumberland maintains a high transfer rate among the state's two-year community colleges.

The University Center, located adjacent to the Library, offers students a university experience by promoting a variety of colleges and majors to complete their bachelor's or master's degree, while maintaining the convenience of RCSJ-Cumberland's in-county location.

Testing

RCSJ-Cumberland offers Accuplacer, Accuplacer — ESL, Nelson Denny, CLEP for college credit, Distance Learning, Nursing and Radiography entrance, and faculty make-up exams – all administered by certified testing staff. We encourage incoming students to utilize the Test Prep resources offered on the College's website; including videos addressing test anxiety and essay writing, as well as the Accuplacer subtests (just enter Test Prep Cumberland into the website's search bar). The College Board iPhone Accuplacer Study app and several free web links are also available through RCSJ-Cumberland's website, along with testing schedules. Placement tests are given to all incoming students in the CASS Testing Center, next to the cafeteria. If you have questions, please contact Melissa Wright at 691-8600, ext. 1326.

Tutoring

Free tutoring is provided via Starfish, Supplemental Instruction, individual appointments and the Drop-in Math/Science lab. Students may visit the Tutoring Center, located in ASL-2 on the first floor of the Academic Building. The Center will provide access to drop-in schedules, as well as training on how to arrange appointments in Starfish. Students are encouraged to visit early in the semester with their student ID and any questions for the tutor. Tutors assist with course content, time management, note taking, study skills and test anxiety. If you have questions, please contact Melissa Wright at 691-8600, ext. 1326.

Writing Center (ASL Tutoring Center)

The Writing Center is the place to go for support in a writing class, questions about writing or workshops on topics such as fragments, run-ons, thesis statements and topic sentences. Normally, instructors refer students to the Writing Center for half-hour sessions and students make appointments through Starfish, though walk-ins are welcome if scheduling allows. We are open during normal business hours.

Developmental English Lab (Rooms A24, A25)

The Developmental English Lab is designed for students enrolled in EN-050, EN-060 or EN-070 who receive support through Pearson software and other supplementary materials. Open lab hours are available so that students can drop in for guidance from lab staff or course instructors, practice the skills they are developing or take a Post Test. (Post Tests must be taken in the Developmental English Lab.)

Developmental Math (ASL 4)

The Developmental Math Center is designed for students enrolled in MA-091 or MA-094. Students utilize MyMathLabsPlus software and other supplementary materials to master their coursework, and can drop in for tutoring or testing during open hours. If you have questions, please contact Melissa Oliva at 691-8600 ext. 1224.

Free Math Tutoring (College Level)

Free math tutoring is available to all RCSJ-Cumberland students in the ASL Tutoring Center, located on the first floor of the Academic Building. Students may request appointments via Starfish with our trained staff of alumni, community members and peer tutors. If you have questions, please contact Melissa Wright at 691-8600 ext. 1326.

Independent Study

An Independent Study is a course of study completed by a student with help from an instructor, but not as part of an organized class. Independent Studies are granted with permission from the instructor and dean, after careful consideration of each student's circumstances.

Services for Students with Disabilities

The Department of Special Services (DSS) coordinates support for students with disabilities. DSS services include reviewing disability documentation, approving/issuing academic accommodations, assistive technology recommendations/limited loan program, tutoring coordination, advising/registration assistance, academic reviews and other supportive services. The office is located in the CASS division of the Student Center (next to the cafeteria), and is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, with some evening hours available. The DSS may be reached by calling extension 1445 or 856-200-4688.

Students with less than 30 credits may be offered supportive services through Project Assist, located in the Department of Special Services. Services provided include tutoring coordination, college orientation, a course on learning strategies, assistance with the development of self-advocacy skills, advisement with bi-weekly appointments, assistive technology recommendations/limited loan program, summer orientation, educational success planning and other supportive services.

Library

The library supports research, independent study and the academic programs of the College. With a LOGIN library card, students, faculty and staff are able to borrow library materials including books, DVDs, CDs and more. Student Group Rooms are available for collaborative study and academic work, but a current RCSJ-Cumberland Student ID is needed. There are workstations throughout the library that furnish access to Microsoft Office applications and various library subscription databases, most of which allow remote access to RCSJ students in credit-bearing classes. Online Resource Guides are available on the library website in a number of subject areas and feature tutorials, links to relevant online sources and book lists, as well as information about careers and professional organizations. The library also offers assistance with research and search skills and strategies.

The College library is a member of the LOGIN Library Consortium of Gloucester, Cumberland and Salem counties, and is open to the public. You must update your library card and contact information each semester. In order to renew your card, please bring your Student ID, updated for the current semester. NOTE: The library has gone green; all correspondence will be conducted through your College email address.

The library is the one-story building located in the center of campus. Librarians and staff can be reached at extension 1263, or through email (email addresses are available on College website).

The library is open during the semester as follows:

- Monday-Thursday: 9 a.m.–7:30 p.m.
- Friday: 8:30 a.m.–4 p.m.
- Saturday: 11 a.m.–2 p.m.

During the summer or semester breaks, please call the Library at 856-691-8600, ext. 1263 for hours.

Career Services

Career Services assists students with exploring a major and developing career readiness skills. RCSJ-Cumberland uses a free career assessment tool, accessible online by creating an account at NJCAN.org using the user ID: Cumberlandstudent1 and Password: NJcan!17. This website provides various career assessments and occupational outlook information, which help students explore careers that align with their interests. The College offers career mentoring, where students are paired with professionals from the community, experienced in the student's field of interest, to provide real-life information and insight.

RCSJ-Cumberland provides an online career portal called College Central Network (CCN) to connect students to employers offering work-study jobs, internships, service learning and employment opportunities. CCN can also be used for resume development, cover letter tips and interview preparation. Students can meet with a Career Advisor in order to receive more comprehensive career counseling and coaching, and attend various career development workshops held throughout the year. Visit Career Services on our website for more information.

Tuition Waiver/Unemployed Persons Program (UPP)

Individuals seeking enrollment through the UPP program should contact the Cumberland County Center for Workforce & Economic Development Office to determine eligibility. Individuals must not be in default status for any student loan. Once eligibility is confirmed, please contact the RCSJ-Cumberland workforce advisor at 856-691-8600, ext. 1381 to schedule an appointment. Individuals are not eligible to register for any course until the first day of the semester, and must complete their RCSJ-Cumberland Financial Aid application prior to registration.

Shirlee and Bernard Brown University Center

University Partnerships

Rowan College has partnered with a number of four-year universities to make earning a bachelor's degree a seamless transition, with cost- and time-saving rewards. Graduates of Rowan College are guaranteed admission at their choice university, provided they meet prerequisite requirements and GPA standards.

Learn about the different programs and incentives each institution has to offer Rowan College graduates — from tuition discounts and ample scholarship opportunities to obtaining a bachelor's degree right on the Rowan College campus.

To make an appointment with a representative or learn more about on- and off-campus partnerships visit:

RCSJ.edu/cc/UniversityPartners

The College Partnership representative offices are located in the Shirlee and Bernard Brown University Center, on the Cumberland Campus.

On-Campus Partners

- Rowan University — Premier Partner
- Fairleigh Dickinson University
- Georgian Court University
- Montclair State University
- Wilmington University

Off-Campus Partners

- Drexel University
- Grand Canyon University
- Peirce College
- Rutgers University–Camden
- Stockton University
- Temple University
- Thomas Edison State University
- Widener University
- University of the Sciences



Rowan University — Premier Partner

Rowan College of South Jersey and Rowan University have partnered to offer students multiple cost-effective opportunities towards earning a bachelor's degree. Visit the Rowan University partnership office, located in the Shirlee and Bernard Brown University Center to receive direction and advisement on the academic programs offered through the premier partnership with Rowan University, including Rowan Choice, 3+1 and baccalaureate programs in Construction Management, Health Studies, Law and Justice, Psychology, Liberal Studies and Nursing (BSN) offered through Rowan Global.

Rowan Choice

Residential life at Rowan University and coursework taught by Rowan College — Students selecting this program can save a substantial amount of money their freshman and sophomore years by living at Rowan University and taking Rowan College classes. The Rowan Choice program is open to all freshman applicants; however, seats are limited. Freshman applicants must apply to Rowan University using the Common Application. Upon receipt of a completed application, the University will send a Rowan Choice interest form via email. Students confirm their attendance in the program with a confirmation form and a non-refundable deposit.

Academics

- Students enrolled in the Rowan Choice program pursue 24-30 college credits during their fall and spring semesters
- Classes fulfill general education requirements mandated by Rowan University
- Instruction is provided by Rowan College faculty and therefore students pay the community college tuition rate
- Classes are held on both the Rowan University campus and Rowan College's Gloucester campus (transportation provided)
- All coursework has been carefully selected, reviewed and approved by both institutions
- Students enrolled in the Rowan Choice program must maintain a 2.0 GPA
- Upon successful completion of the program, students enter Rowan University as fully matriculated sophomores and may declare their formal major upon completing 24-30 credits
- Students can choose to remain in the program for their sophomore year and enter Rowan University as juniors upon completing 48-60 credits

Housing and Student Life

- Students enrolled in the Rowan Choice program live on the Rowan University campus in freshmen housing and will receive "the four-year college experience"
- A meal plan is required; Rowan University room and board rates apply
- Students have access to University amenities
- Rowan Choice students can participate in University student life events, clubs organizations and intramural sports; exceptions include NCAA Division III athletics, traveling club sports and Greek life
- Students can participate in the athletic programs offered by Rowan College of South Jersey's Gloucester campus

Student Services

- Rowan Choice students are assigned an academic advisor who will chart their progress and assist in course selection
- Transportation is provided for students via shuttle service on a daily basis between Rowan University and Rowan College's Gloucester campus
- Financial aid counseling, academic advising, course registration and tutoring assistance are provided on Rowan College's Gloucester campus
- Housing, resident life and student affairs assistance are provided on the Rowan University campus

For more information, please visit rowan.edu/choice.

3+1

The 3+1 option allows students to attend Rowan College for three years at the Rowan College rate and complete their senior year at Rowan University, paying the Rowan University rate. This allows students to save on tuition and fees while earning their bachelor's degree. This program follows Rowan University's course curriculum with 300-level courses taught by Rowan College advanced degree faculty. Students will graduate with a Rowan University bachelor's degree. Future internships and co-op opportunities are being developed to enhance work experience and career potential.

Eligible Programs – Cumberland Campus

- Nursing — *Nursing Generic Program (A.S.)*
- Psychology — *Arts and Sciences: Psychology Option (A.A.)*
- Radio, Television & Film — *Arts and Sciences: Radio, Television & Film Option (A.A.)*

Additional Programs – Available on Gloucester Campus

- Exercise Science — *Exercise Science (A.S.)*
- Inclusive Education — *Education (A.S.)*
- Law and Justice — *Criminal Justice Option (A.S.)*

For more information, please visit RCSJ.edu/cc/3plus1

Fairleigh Dickinson University

For more than 13 years, Fairleigh Dickinson University (FDU) has partnered with Rowan College to offer a number of high-quality bachelor's and master's degree programs conveniently on the Rowan College campus. FDU is the largest private university in the state of New Jersey, with locations in Teaneck and Madison.

Partnership Perks

- Choose from six bachelor and four accelerated undergraduate/graduate degree programs
- Earn a four-year degree on the Rowan College campus
- Reduced tuition rate for Rowan College graduates
- Accelerated course schedules available
- Scholarships offered to Phi Theta Kappa graduates

Georgian Court University

Georgian Court University is our newest University Partner, offering the Bachelor in Social Work degree for associate degree grads in the Social Work field. This program is offered full-time at the University Center and prepares students for the Social Work field. BSW grads have transferred successfully to MSW programs as well as successfully obtained employment in the area. Applicants must have at least a 2.0 GPA and an associate's degree.

Montclair State University

Montclair State University offers the P-3 and the Teacher of Students with Disabilities certifications, plus the Masters of Arts in Teaching and Masters in Higher Education Leadership programs. Applicants must have a bachelor's degree plus two letters of recommendation.

Wilmington University

Wilmington University is the original Cumberland campus University Center partner. Wilmington University is a private, non-profit institution that awards bachelor's, master's and doctoral degrees. The university prides itself in providing small, intimate learning environments and maintaining one of the lowest tuition rates in the region.

Partnership Perks

- Choose from any of Wilmington's undergraduate programs
- Complete Wilmington classes on the Rowan College campus
- Accelerated course schedules available
- Earn a bachelor's degree on Rowan College campus*

Students must graduate from Rowan College with an associate degree, meet the academic requirements necessary for each program and maintain a 2.0 GPA. A maximum of 90 credits will be accepted in transfer. Students are required to complete at least 30-credit hours of upper-level coursework at Wilmington University.

* Students can complete their bachelor's degree and in some cases master's degree, on the Rowan College, Cumberland campus in the following majors: Accounting, Behavioral Science, Business Management, Communications, Computer Network Security, Criminal Justice, Health Sciences, Human Resource Management, Human Services Administration, Liberal Studies, Media Design (fall 2020) Nursing, Psychology, School Leadership, Special Education, Video & Motion Graphics (fall 2020).

Stockton University

Rowan College of South Jersey and Stockton University have partnered to offer a Dual Admissions program. Located in Galloway, N.J., Stockton University is a public university that awards bachelor's, master's and doctoral degrees, as well as provides a number of accelerated undergraduate/graduate options.

Partnership Perks

- Choose from any undergraduate degree program*
- Transfer a maximum of 64 credits
- Reverse transfer associate degree

First-year Rowan College students must align their coursework to meet the requirements of their intended program of study at Stockton. After fulfilling academic prerequisites and meeting GPA standards, graduates are guaranteed admission into their intended program of study at Stockton with no loss of credit earned at Rowan College.

*Exception: Nursing

Financial Aid

Financial Aid is available to assist full- and part-time students in meeting college costs. To be considered for financial aid, students must complete and submit a Free Application for Federal Student Aid (FAFSA) online. The web address is fafsa.gov

Students must apply for financial aid every year. The FAFSA is only good for one academic year, i.e., fall and/or spring semesters and/or summer. Students attending for two or more academic years must reapply for each award year. Financial Aid applications may be submitted beginning in October for the following fall. Applying for aid is almost always easier the second time around because students are more familiar and comfortable with the process. Students may obtain assistance in completing the financial aid application and/or with questions concerning the financial aid application process, at the Financial Aid Office, located in the Student Center. Evening hours are provided.

Information about the various types and sources of financial aid, as well as other aid related topics like application procedures, costs, payments and checklists, are available on the College's website.

How Financial Aid Works

Need Analysis

The process of determining a student's eligibility for financial aid is called "Need Analysis." Using a set of federal formulas called "Congressional Methodology" (CM), the income, assets and other information on a financial aid form is examined to determine a family's ability to contribute towards educational cost. This calculated "family contribution" is based on financial strength and the ability to pay. The basic philosophy of financial aid is that students and families should contribute as much as possible before any assistance is awarded. Therefore, one's calculated family contribution is subtracted from the College cost to determine the student's need for assistance. College costs not only include the direct expenses such as tuition, fees and books, but also include standard allowances for indirect expenses such as room and board, transportation, personal and other miscellaneous expenses. If the College costs are more than the family can contribute, the student has demonstrated financial need. Rowan College of South Jersey participates in a wide variety of federal, state and institutional aid programs to help students who have a demonstrated need to meet their educational and educationally related expenses. Unfortunately, a growing number of colleges are not able to meet the full financial need of applicants due to funding limitations. Therefore, it is important that families adopt a financial plan which would include applying for financial aid and saving in earnest. Financial aid may only be awarded to students making academic progress.

Special Circumstances

Some students have special circumstances which cannot be described adequately on their financial aid applications. These circumstances—including loss of a job or income, disability, divorce or separation—may affect the amount a student and family are expected to contribute toward educational cost. Students who feel their circumstances are of an unusual nature should arrange an interview with a financial aid counselor.

Federal Work Study (FWS)

The FWS Program provides funds for part-time employment to help needy students to finance the costs of postsecondary education. Students are paid an hourly wage, not less than the federal minimum wage. Your total work-study award depends on:

- when you apply (June 1 is the priority deadline);
- your level of financial need; and
- your school's funding level.

When assigning part-time work hours, your employer and the Financial Aid Office will consider your class schedule and your academic progress.

There are a variety of on-campus and off-campus positions available. Some students work as tutors, office clerks, grounds maintenance, community service and literacy assistants to name a few. The Federal Work-Study Program emphasizes employment in civic education and work related to your course of study, whenever possible. To be considered, students must file a Free Application for Federal Student Aid (FAFSA). If you are interested in getting a Federal Work Study job while you are enrolled in college, make sure you apply for aid early. Students can search for available work study positions in College Central Network at collegecentral.com/ccnj

Institutional Work Study (IWS)

If you are a student that is not receiving financial aid or federal work study benefits, you may still qualify to work as a student worker. Students can find work study positions designated as institutional in College Central Network at collegecentral.com/ccnj

Technology

Emergency Notification

In the event of an emergency, a message will be posted on the home page of the College's website. The website homepage, emergency notification system and social media outlets are used for all official College weather-related and emergency closing announcements.

Technical Support at Cumberland Campus

Main Contact:

856-691-8600, ext.1411 or email helpdesk@cc.rcsj.edu

Computer Labs

Students and Employees with a current and valid RCSJ ID are eligible to use computers in the Academic Building computer lab 1 (also referred to as the "Open Lab") and the Library public computers. All labs, including the Library, have Internet and printing capabilities. Additionally, the Library offers research databases. Visit the College website for hours of operations.

Go Print

The Academic Building Open Lab, Library and the Science Building computer labs utilize the GoPrint software. GoPrint is a print management system that minimizes wasted paper and toner due to unintended printed materials or excessive non-academic printed materials. All students are given a GoPrint account which allows for 200 free pages per academic year. Students who exceed the 200 pages will be required to add more funds to their account using the kiosks found in the labs. Each September, GoPrint accounts are reset to 200 pages (no rollovers, no refunds, nor credits). It is highly recommended for students to print double-sided when possible as it costs less compared to a single-sided printout and uses less paper.

Each time a user elects to print, the GoPrint software launches requiring users to input a username and a password, which in turn, provides important information on how many pages are about to be printed and how many funds remain in the account.

Wireless Campus

Students with mobile computers or other wireless devices are able to use the College's free wireless Internet access. Several access points are strategically placed in buildings to provide the best signal coverage campus wide. NOTE: If using the "Guest" network, users must first visit the College's website and agree to the WiFi usage disclaimer.

The College strongly recommends that individuals do not use the College's network to transmit personal, financial or legal data. The College cannot guarantee nor protect students against malicious theft or interception of data transmitted in an open access wireless network.

Email Accounts

Students enrolled in credit courses are assigned a College email account. It is important to frequently access your College student email as most communications are sent via email. The College will not maintain more than one email address for any student. Email accounts for students will remain active until the student has not registered for a course for approximately a period of five years. Students may forward their student email to a preferred email account by following the instructions found on the College website.

Usernames and Passwords

Typically, the default username for various technology systems is the first initial and the entire last name. However, sometimes names are common; therefore, a digit may need to be added to distinguish among users. For example, John Brown could be jbrown, jbrown1, jbrown2, jbrown3, so on.

Typically, the default password for various technology systems is the student's date of birth. It is highly recommended that students change their passwords after first login to the different systems and periodically throughout the year. Do not forget that the most important rule for passwords is to never share it with anyone.

	Username	Password
Ex. John Brown	jbrown or jbrown1 or jbrown2 or...	02181972
BLACKBOARD	first initial + last name (+ maybe a number)	Date of Birth (MMDDYYYY)
GoPRINT	first initial + last name (+ maybe a number)	Date of Birth (MMDDYY or MMDDYYYY)
EMAIL	first initial + last name (+ maybe a number)	Date of Birth (MMDDYYYY)
Library Database Access Off-Campus	first initial + last name (+ maybe a number)	Date of Birth (MMDDYYYY)
MyLabsPlus	Student ID Number	Date of Birth (MMDDYYYY)
WebAdvisor	first initial + last name (+ maybe a number)	Date of Birth (MMDDYY or MMDDYYYY)

Blackboard

Blackboard is a web system for online teaching and learning. It is used by all Online and Hybrid courses as well as many traditional courses. Through Blackboard students have 24/7 access to download class notes, submit assignments, take scheduled exams, read and contribute to class discussions, communicate with the instructor and other students and receive feedback, all at the student's convenience.

Starfish (Early Alert and Connect)

Starfish Early Alert system supports student success, persistence and graduation. Early Alert allows advisors, faculty and instructors to identify, communicate and provide guidance to students demonstrating behaviors, performance and characteristics that correlate with risk of not succeeding academically.

Starfish Connect offers advisors, faculty and instructors a convenient method to communicate directly with students and with each other, regarding the student's progress in a course. Students who receive feedback early in the semester regarding their progress are more likely to seek assistance and support when needed.

Starfish is accessible through Cumberland's Blackboard system.

WebAdvisor

WebAdvisor is an online inquiry and registration system that interacts with the College's database system. It is the most convenient way to register for classes, add and drop classes, secure a spot on a waitlist, view a class schedule, view placement test scores, view financial aid information, check a student balance, submit payments, print an unofficial transcript and check grades.

Social Media

Students are urged to join the College's social media systems. These pages feature interactive, ongoing conversations on everything about the RCSJ, including upcoming College events, favorite photos by students and staff members, emergency closings and College-related news articles. As a member, you will be able to post your opinions, get answers to your questions and read and comment on posts made by your peers. To become a member, please locate the social media logos on College's website. Also, read the Technology Acceptable Use Policy.

Technology Acceptable Use Policy

Students and Staff are provided numerous information technology resources. The responsible use of this technology is defined in the Acceptable Use of Technological Resources policy (Board policy 2019). In general, students shall not use the College's information technology to cause harm or malicious acts towards peers or others. The policy outlines ethical guidelines to follow when using the College's Information Technology systems.

For more information on the acceptable use of technological resources at RCSJ, please see page 43, or view Administrative procedure and Board policy 2019 at [RCSJ.edu/Policies](https://www.rcsj.edu/Policies).

Grading System

Attendance Policy

Maximum course benefits can accrue only to students with consistent class attendance. Students are expected to attend class on a regular basis. Students are accountable for all work missed because of class absence. Individual instructors will develop an attendance policy for each course. Instructors will notify students, in writing, of this policy during the first week of the course. Students must know and comply with attendance regulations.

Grading System*

Students receive indications of their course progress twice during the semester and final grades at the end of the semester. The following symbols and grade point values are used at Rowan College of South Jersey's Cumberland campus:

Letter Grade	Definition	Grade Value
A	Superior	4
A-		3.7
B+		3.4
B	Good	3
B-		2.7
C+		2.4
C	Average	2
D	Passing	1
F	Failure	0
FA	Failure Attendance	0
P	Passing (in P/F option)	0
W	Withdrawal by student	0
X	Dropped by Instructor	0
NA	Never Attended	0
I	Incomplete	0
R	Course must be repeated	0
RA	Course must be repeated/ Attendance	0
AU	Audit (No credit - no grade)	0

*Grading System last updated academic year 2009-2010

Audited Courses (AU)

Students who wish to enroll in a course, but do not wish to receive a grade for the class, can register as audit. An audited course receives neither credit nor grade and is not calculated in a student's GPA. The standard tuition and fee cost are applied to audited courses. Financial aid and/or military benefits may not be utilized for any courses taken as an audit.

Students who wish to take a course as an audit should declare their intentions at the time of registration. Students must register for an audited class in person in the Enrollment Services Office. Changes from audit to credit or credit to audit may only be made through the designated first week of the semester. Dates are published on the College Calendar.

Course Withdrawal (W)

A student may withdraw from a course up until the designated last two weeks of the semester. Students should seek consultation from the instructor and/or their advisor before withdrawing from class(es); however, the instructor's signature is not required to withdraw from a course. An Enrollment Change Form must be completed by the student and submitted to the Enrollment Services Office. Students who stop attending classes but do not submit an Enrollment Change Form are not considered withdrawn and are not entitled to a refund. A grade of W is recorded for a course in which a student withdraws. The W is not calculated in the student's GPA, but is considered unsuccessful course completion for satisfactory course completion rate requirements.

Dropped by Instructors (X)

An instructor may remove a student from his/her course when a student has not complied with attendance requirements. An instructor may drop a student up to the designated fourth week of the semester. Students are not entitled to any refund if dropped from a course. A grade of X is recorded for a course from which a student is dropped. The X grade is not calculated in the GPA, but is considered unsuccessful course completion for satisfactory course completion rate requirement. Failure to comply to the attendance requirements of the course after the X deadline will result in a grade of FA, which does impact the student GPA. The use of an X grade is made at the instructor's discretion.

Never Attended (NA)

Students who never attend the course they are registered for may receive a final grade of NA. An instructor may assign this grade up until the designated fourth week of the semester. A grade of NA is recorded on the student's transcript and students are not entitled to any refund. The NA grade is not calculated in the GPA, but is considered unsuccessful course completion rate for satisfactory course completion requirements. The use of an NA grade is made at the instructor's discretion.

Grade Point Average (GPA)

Grade Point Average (GPA) is the numerical calculation of grades received for courses taken. A GPA represents a student's level of academic achievement. Students earn a GPA for each semester and a cumulative GPA totaling all semesters. The GPA is used to determine academic honors and is a component in evaluating student academic progress. A minimum GPA is necessary for student satisfactory academic progress as well as graduation.

GPA is determined by the grades and credits of courses taken. Each grade has a value and each course has an assigned number of credits. The number of credits for a course is multiplied by the earned grade value to determine grade points. The grade points are totaled and divided by the number of graded credits to determine the GPA.

Grade Point Average is determined in the following manner:

Course	Grade	Credits X Grade Value = Grade Points		
Calculus	A	4	4	16
Spanish	F	3	0	0
Biology	B+	4	3.4	13.6
Computer Science	D	3	1	3
Western Civilization	B-	3	2.7	8.1
Total		17		40.7

To compute the GPA, divide the total grade points by the graded credits (40.7/ 17=2.39). Courses for which a P, W, X, I, R, NA, RA or AU grade is received are not calculated in the GPA. Developmental courses are not included in the GPA calculation.

Credit Completion Rate

Using the above example, 17 credits were attempted and 14 completed. W and F grades do not count as credits completed. Grades of W, X, FA, RA, NA, I, R, F and repeated courses are not counted as credits completed.

Incomplete (I)

Students with extraordinary circumstances who do not complete all assignments, tests or other required course-work may receive an incomplete (I) grade for a course. The use of an incomplete grade is made at the instructor's discretion. Course work for incomplete grades must be completed by the end of the following fall/spring semester. Incomplete grades not completed within this time frame will become failing (F) grades. Incomplete grades not completed for basic and developmental courses will become repeat (R) grades. Exceptions to this must be approved by the appropriate Academic Dean. It is the student's responsibility to follow up with the instructor to complete the course work within the designated time frame. Students who experience difficulty (locating, determining work due, etc.) with the instructor, should contact the appropriate Academic Dean. The I and R grades are not calculated in the GPA, but are considered unsuccessful credit completion for the credit completion requirement.

The F grade is calculated into the student's GPA and is also considered unsuccessful credit completion. Questions regarding incomplete grades can be directed to the instructor, advisor or Academic Dean.

Course Must Be Repeated (R)

Students who do not achieve the level of academic competency in basic/developmental courses to move to the next level of instruction will receive an R grade. An R grade means the course must be repeated. Students must register, pay for and retake the course in a future semester. The R grade is only used in pre-college level (basic/developmental) courses. The R grade is not calculated in the GPA, but is considered unsuccessful course completion for the satisfactory course completion rate requirement.

Student Honors

Alpha Beta Gamma

Alpha Beta Gamma is an International Business Honor Society. Membership is limited to students enrolled in Accounting, Business, Computer Science and Office Administration degree programs. In order to be initiated into Alpha Beta Gamma, students must meet the following criteria:

- At least a 3.0 cumulative grade point average in program of study courses.
- Completion of at least 12 credit hours of courses in the specific program of study.

For more information, contact Professor Charles LaPalme, at clapame@cc.rcsj.edu.

Alpha Delta Nu

Alpha Delta Nu is the honor society for associate degree Nursing students that recognizes those who excel academically. Students must meet the following criteria for formal induction into Alpha Delta Nu:

- Students must maintain a cumulative GPA of 3.0 or above.
- Students must have attained and maintained a 3.0 GPA in all Nursing courses (cannot receive less than a B in all Nursing courses).
- Students must have demonstrated conduct on campus and in the clinical areas that reflect integrity and professionalism.

For more information, contact Dr. Deirdre Conroy at dconroy2@cc.rcsj.edu.

Delta Alpha Phi

Delta Alpha Phi is an honor society for associate degree Sociology students that recognizes those who excel academically. Membership is limited to Social Service and Child Advocacy program students who meet the following criteria for formal induction as a member of Delta Alpha Phi:

- Students must have completed 15 or more credits in their program of study.
- Students must hold a GPA of 3.5 or above.
- Students must have demonstrated appropriate conduct on campus and in fieldwork placements that reflect integrity and professionalism.
- Students must be willing upon induction to be involved in one fundraiser and one community activity per semester.

For more information contact Professor Jan Hanselman at jhanselman@cc.rcsj.edu.

Kappa Delta Pi

Kappa Delta Pi is a national honor society in Education for community colleges that recognizes students who excel within Education. Students need 30 credit hours and a 3.0 GPA for membership. For more information, contact Dr. Kate Tumelty Felice at kfelice@cc.rcsj.edu.

Lambda Alpha Epsilon

The American Criminal Justice Association represents the National Honor Society for Criminal Justice majors, known as Lambda Alpha Epsilon. Lambda means to detect and apprehend. Alpha is the Greek word for Anakrinen means to adjudicate. Epsilon is the first letter of the Greek word Exorthoun, which translated means to rehabilitate. The three words together represent the Criminal Justice System. Student members are required to maintain a 3.5 GPA. Students that join the national association are presented with a medallion from the College of Criminal Justice Society to wear at commencement. For more information, contact Dr. Charles Kocher, at ckocher@cc.rcsj.edu.

Lambda Nu

A national honor society for the Radiologic and Imaging Sciences. Its objectives are to foster academic scholarship at the highest academic levels; promote research and investigation in the Radiologic and Imaging Sciences; and recognize exemplary scholarship. Radiography students must maintain a 3.5 GPA in their Radiography courses to be inducted into this honor society. For more information, contact Robert Champa at rchampa@cc.rcsj.edu.

Mu Alpha Theta

Mu Alpha Theta, a national Mathematics honor society for community colleges, recognizes students who excel in Mathematics. Students who achieve a cumulative grade point average of 3.3 in Mathematics courses may apply for membership. For more information, students should contact Professor Joe Dugan at jdugan@cc.rcsj.edu.

Phi Theta Kappa

Phi Theta Kappa, the largest honor society in higher education, recognizes academic achievement of two-year college students and provides opportunity for growth and development through honors, leadership and service programming.

At RCSJ, students with cumulative grade-point averages of 3.5 or higher, who complete a minimum of 15 credit hours and earn a "C" or higher in EN-101, may be inducted into Phi Theta Kappa. Students must maintain high academic standing for the duration of enrollment at the two-year college. For more information, students should contact Professor Karrol Jordan at kjordan@cc.rcsj.edu.

President's List

Full-time students who at the end of the semester have completed 12 or more graded credits, earned a minimum semester GPA of 3.75 and received no grade below "B" will be named to the President's List; Developmental level courses are not considered. Students are recognized for the President's List each fall and spring semester.

Part-time students may receive honors upon earning 12 college-level semester hours of credit with a cumulative GPA of 3.75 or higher. Honors may be awarded for each subsequent 12 college-level semester hours of credit using these guidelines.

Dean's List

Full-time students who at the end of the semester have completed 12 or more graded credits, earned a minimum semester GPA of 3.5 and received no grade below "C" will be named to the Dean's List; Developmental level courses are not considered. Students are recognized for the Dean's List each fall and spring semester.

Part-time students may receive honors upon earning 12 college-level semester hours of credit with a cumulative GPA of 3.5 to 3.74. Honors may be awarded for each subsequent 12 college-level semester hours of credit using these guidelines.

Academic Standards

Rowan College of South Jersey's Cumberland campus offers various Associate in Arts degrees, Associate in Science degrees, Associate in Fine Arts degrees, Associate in Applied Science degrees, academic certificates, short-term training and career certificate programs. Associate in Arts and Associate in Science degrees are transfer oriented, preparing students for transfer to four-year colleges or universities. Associate in Applied Science degree programs are career oriented and are not generally intended for transfer students. Certificate programs provide immediate upgrading of student skills.

Academic Classification:

Students who have earned fewer than 30 credits (101-level courses or higher) are classified as first year/freshman students. Students who have earned 30 or more credits are classified as second year/sophomore students.

Academic Standards and Satisfactory Academic Progress:

All students must maintain a minimum credit completion rate and a minimum cumulative grade point average (GPA) for satisfactory academic progress. The standards for both of these areas must be achieved by students for satisfactory academic standing. Students who achieve at a level below the standards for credit completion rate or grade point average (GPA) will be placed on academic probation. The satisfactory credit completion rate is successful completion of 67% or more of all credits attempted. Successful completion is the receipt of an A, A-, B+, B, B-, C+, C, D or P grade. Student credit completion rate will be reviewed after students have attempted twelve or more total credits. The first twelve credits attempted are included in the total credit completion rate calculation. The minimum grade point average (GPA) standard is 1.50 for students with 12 to 24 degree credits completed, 2.00 for students with 25 to 66 or more degree credits completed and 2.00 for 67+ degree credits completed. Completed degree credits include all credits that have been calculated in the student's grade point average (GPA). A minimum grade point average standard is not required until the student has completed 12 or more degree credits.

Academic Progress, Probation and Leave Policy Administrative Procedure:

Academic Progress: A student at Rowan College of South Jersey's Cumberland campus is deemed to be making satisfactory progress toward the completion of program requirements when he/she has earned a cumulative GPA of 2.00 or higher.

Academic Probation: A student will be placed on academic probation if their cumulative GPA falls below 2.00 after a minimum of 12 college-level credits have been attempted.

Credit Restrictions and Requirements while on Probation: During the first semester on academic probation, the student may enroll for no more than 14 credits. This credit restriction will continue as long as the student is on probation and the semester GPA is at least 2.00. During any semester on academic probation, should the semester GPA fall below 2.00, the student will be further restricted to 12 credits for subsequent semesters on probation. Students on academic probation do not qualify for the President's or Dean's Lists. While on probation, the student will be advised to meet with an academic advisor.

Removal from Probation Status: A student will be removed from academic probation status when his/her cumulative GPA has risen to 2.00 or above. Once removed from probation status for one semester, any student returned to probation status will begin the probation cycle again.

Academic Leave: A student restricted to 12 credits who receives a semester GPA of less than 2.00 will be placed on academic leave from the College through the next full academic semester. A student placed on academic leave will be provided counseling/advisement with appropriate College personnel regarding reinstatement procedures.

Reinstatement: Following academic leave, the student may initiate readmission to the College by making an appointment with an advisor. The student will return on 12-credit probation restriction and must earn a semester GPA of 2.00 or higher. The student will remain on restricted probation until the requirements listed under "Removal from Probationary Status" above are met. Failure to meet the above requirements while on restricted probation will result in another semester of academic leave.

Academic Policies and Procedures Academic Amnesty:

Any student who previously attended Rowan College of South Jersey or (or the former Cumberland County College) is qualified for academic amnesty if that student: (1) Withdrew from the College with a cumulative GPA below 2.00 or was otherwise on academic probation or academic leave. (2) Had five (5) years lapse since the end of the term of last attendance and then returns to credit enrollment at the College. (3) Needs additional courses to complete program requirements. (4) Has not previously been granted academic amnesty.

Academic amnesty is an option that the returning student must request prior to or during the first semester of re-entry after the five-year absence. Under academic amnesty, courses that were taken five years or more prior to re-entry will still appear on the transcript, but only those previous grades of "C-" or better will be counted for purposes of determining the cumulative GPA and for purposes of counting credits toward graduation. Amnesty means that such a student will no longer be on academic probation, if this condition prevailed at the time of last attendance. A student wishing to be granted amnesty who does not meet the criteria will be required to work with an advisor to develop their plan in writing. The advisor will then provide a recommendation to the Vice President of Academic Services who will make the final decision. Academic Amnesty cannot be used to evaluate Satisfactory Academic Progress for students applying for financial aid.

Academic Integrity

Students are responsible for unwavering integrity in the completion, content and submission of all their academic work. All instructors will impose a course penalty to students who engage in academic dishonesty. Incidents of academic dishonesty will be submitted to the Director of Judicial Affairs and students who have multiple violations of academic integrity are subject to institutional disciplinary sanctions. Students may appeal incidents of academic dishonesty to the Academic Standards Committee. All notifications are sent to student's mailing and/or email address as listed with the College.

The following are violations of Academic Integrity:

- Receiving or giving assistance not authorized by the instructor during quizzes, examinations, lab assignments, class assignments or home assignments.
- Taking or attempting to take or otherwise procuring in an unauthorized manner, any material pertaining to a class, including but not limited to quizzes, examinations, laboratory equipment, audiovisual equipment, grade books or roll books.
- Selling, giving, lending or otherwise furnishing questions or answers to any examination, without permission of instructor.
- Plagiarizing. Plagiarism is presenting in written work, in public speaking and/ or oral reports the ideas or exact words of someone else without proper documentation, whether intentional or unintentional.
- Resubmitting graded material from other courses or from previous assignments for a current assignment without permission of instructor.

Signing class roll/roster for another student.

Procedures for Incidents and/or Charges of Academic Integrity Violations

Student violation of Academic Integrity is suspected or observed. Instructor reviews incident with student(s) involved. If instructor determines violation has occurred he/she will impose course sanction. Instructor will submit a report of violation and sanction to Judicial Affairs Officer.

Judicial Affairs Officer notifies student(s) of academic integrity violation and course sanction. Notice will include the student's opportunity to appeal violation and/ or sanction. Student appeal must be made in writing to Judicial Affairs Officer within ten days of notification.

If no appeal is received, the report is recorded to Academic Integrity Violations File in the Judicial Affairs Officer's Office.

If appealed; students will be notified of the Academic Standards Committee Review Meeting by the Judicial Affairs Officer.

Notification will include:

- Date, time and location of Review Meeting, which will be at least five college business days after notice.
- Student's right to explain his/her actions; present information, evidence and/or witness(s) related to incident.
- Having a personal representative present to advise him/her. The personal representative may not speak for the student.
- If student does not attend, the incident will be reviewed without him/her and a decision rendered.

Students will receive written notification of the decision of the Academic Standards Committee Review within five (5) college business days of the meeting. Decision of Academic Standards Committee is final and may not be appealed. Decision will be recorded to Academic Integrity Violation File in the Judicial Affairs Officer's Office.

Students found to have violated the Academic Integrity standards a second or multiple times are subject to institutional disciplinary sanctions.

Judicial Affairs Officer will forward student cases of second or subsequent Academic Integrity violations to the Academic Standards Committee. The Academic Standards Committee may determine no further action or recommend institutional sanction and forward to Student Judiciary Committee for a Student Judiciary Hearing.

All notifications are sent to student's mailing and/or email address as listed with the College.

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Academic Standards Committee

The Academic Standards Committee is selected from full-time faculty and counselors. The student member is recommended by the Student Senate. Faculty, counselors or students involved with a violation/case being reviewed are not eligible. The Director of Judicial Affairs serves as an Ex-Officio and is responsible for convening and correspondences of the Committee. Decisions and recommendations of the Committee will be by a majority vote of members present. The Ex-Officio is not a voting member, unless there is a tie vote. A quorum requires three voting members. Membership is as follows: Three faculty, one counselor, one student and Director of Judicial Affairs or designee as Ex-Officio.

Student Life

Cumberland Café

The Cumberland Café, located in the Student and Enrollment Center, has a full line of hot and cold food, snacks and beverages — with specials offered regularly! The dining area provides table as well as booth seating. The cafeteria is open 7:45 a.m. to 3:30 p.m., Monday through Thursday and 7:45 a.m. to 1:30 p.m. on Friday during the fall and Spring semesters. Summer hours are 8:30 a.m. to 1:30 p.m., Monday through Thursday and subject to change.

Student Life

College life affords students many opportunities to get involved and have a complete college experience. The Office of Student Life offers activities for both fun and socialization with other students, as well as opportunities to develop leadership and interpersonal skills. Becoming involved on campus is also an excellent way to meet other students and make new friends. The Office of Student Life assists students and organizations in planning, developing and implementing student activities. These range from on-campus activities to trips to nearby cities, as well as activities in the local community.

The Student Activities program is designed to provide opportunities for personal development through working in groups, understanding and appreciating diversity and managing events. In addition, Student Activities complements and supports the various academic programs.

Ideas and requests for student activities may be presented to the Executive Director of Student Services/Student Life.

Student Clubs and Organizations

Clubs and organizations of RCSJ—Cumberland are open to all students regardless of age, sex or major. One of the most fulfilling ways to experience college life is to get involved, take risks and participate in the various leadership opportunities on campus. These opportunities are promoted through the extra and co-curricular programs such as student clubs and organizations, Student Senate, intercollegiate athletics, social programs, community service programs and leadership experiences. All students are encouraged to “Get Connected & Make a Difference!”

If you do not see a club that interests you at this time, feel free to contact the Student Life office to find out how to start a new one. We are located in the Student and Enrollment Services Center. Call 856-691-8600, ext. 1454, for information or visit our office.

2nd Nature Club

The goals of the organization are to inform the members and community of how to support a more sustainable future. Advisor: Melissa Young, myoung2@cc.rcsj.edu

Art Club

The goal of the Art Club is to explore the artistic world through exhibitions, hands-on art projects, trips and community service. Advisor: Sarah Shapiro, sshapiro@cc.rcsj.edu

Business/Finance Club

To equip students to succeed in any aspect of business, academic, entrepreneurship, small business, franchise, etc. The Club strengthens development, communication and presentation skills by means of guest speakers, field trips and more. Advisor: Professor Charles LaPalme, clpalma@cc.rcsj.edu

Business/HR Club

Human Resources, Business and Liberal Arts students looking for career and network opportunities participate in the on-campus student chapter of the Society for Human Resources Management (SHRM). Requirements for student membership are six credit hours per term in a degree-seeking program and course work that supports an interest in the HR profession.

Advisors: Carol Asselta, cell 856-305-2650 and Lauren Vilimas, lvilimas@cc.rcsj.edu

CGI Club

The purpose of this organization is to provide a supportive, inspirational and informational atmosphere in which military veterans enrolled at RCSJ can gather to: further their academic success, explore benefits and services available to student-veterans and form relationships centered around common experiences. Advisor: Latoya Gibbons, lgibbons@cc.rcsj.edu

Criminal Justice Society

The Criminal Justice Society is an organization consisting of individuals in the Law Enforcement, Institutional Corrections and Community Corrections areas of study. Benefits of the organization will be, in part, a quality education in a non-curriculum manner, immersion in a vibrant student life and exposure service projects that strengthen the community. Advisor: Dr. Charles Kocher, ckocher@cc.rcsj.edu

Cumberland Campus

Divine Dukes

To create an atmosphere of unity and diversification with our urban community. Advisor: Heather Ball, hball@cc.rcsj.edu

Engineering Club

To promote Mathematics and Engineering to our students. We aim to educate students about our subjects and their applications, while exploring new activities common to Math and Engineering students. Advisor: Dr. Majid Noori, mnoori@cc.rcsj.edu

Faith Fellowship Club

To enrich the spiritual life of students, provide them an avenue in which to express their faith and to reach out to those who have no church affiliation or spiritual foundation through club activities and events. Advisor: Michele Zakain, mzakain@cc.rcsj.edu

GLOW (Gay, Lesbian or Whatever)

To provide education and awareness about LGBT issues, including marriage equality, bullying, health concerns and others; social opportunities for the RCSJ LGBT community, friends and supporters; and support for the RCSJ LGBT community. Advisor: Heather Bense, hbense@cc.rcsj.edu

Latin-American Club (LAC)

To provide RCSJ students opportunities to learn about and embrace their Latin heritage through cultural and educational activities. Advisor: Iris Torres, itorres4@cc.rcsj.edu

Media Communications Club

To promote journalism across all outlets — print, radio, television and the internet. The purpose of the Media and Communications Club is to service students who are intrigued by all aspects of the media. We will provide a forum for students to discuss the media's societal impact and teach students how to leverage social media for professional use. Through various activities, we aim to help students stay on top of the latest digital trends so that they are better equipped to lead a career in the fields of social media, digital media and other traditional forms of media. Advisor: Dr. Renee Post, rpost@cc.rcsj.edu

Multicultural Club

The mission of the Multicultural Club is to expose RCSJ—Cumberland students to many different cultures through educational and social activities both on and off campus. Advisors: Randall Kates, rkates@cc.rcsj.edu and Ashley Gonzalez, agonzalez@cc.rcsj.edu

Music Club

To provide social interaction, music-related activities and peer academic support for musically interested students. Advisor: Nyeisha Harper, nharper@student.rcsj.edu

Parents Club

A community of supportive parents who work together to enhance student success through the facilitation of community events, volunteer opportunities and parental support. Advisor: Amanda Sorshek, asorshek@cc.rcsj.edu

Practical Nurse Student Nurse Organization

This organization is designed to prepare the Practical Nursing student for membership and participation in professional Practical Nursing organizations. Professional growth and development are encouraged through group learning and community service projects. Advisor: Kelly Master, kmaster@cc.rcsj.edu

Radiography Club

The purpose is to educate and develop a student's knowledge of the Radiologic Science profession, develop a community awareness of the College's Radiology program, provide community service opportunities, promote leadership skills and increase camaraderie and generosity towards others. Advisor: Robert Champa, rchampa@cc.rcsj.edu

Rotaract Club

Rotaract Club is part of a global effort to bring peace and international understanding to the world. It provides opportunity for personal and group activities to serve the community, promote international understanding and support goodwill toward all people. We engage in activities that include leadership development, professional development and service projects. Advisor: Beatrice Hughes, bhughes@cc.rcsj.edu

STEM Club

To promote fellowship among STEM students, celebrate and showcase student achievement and create fun and educational STEM experiences. Advisor: Brittany Cresi, bcresi@cc.rcsj.edu

Student Nursing Organization

The club's mission is to promote/expand visibility and growth of the Nursing profession, as well as to promote high personal standards among Nursing students. Leadership and fellowship are also encouraged while cultivating, promoting and sustaining the art and science of Nursing. Advisor: Dr. Mark Randa, mranda@cc.rcsj.edu

Wellness Club

To promote a culture of wellness for all students on campus. Advisor: John Wojtowicz, jwojtowicz@cc.rcsj.edu

Complementary Activities

Chorus

The Chorus is open to anyone who enjoys singing. The only requirements are enthusiasm and dedication. The chorus performs two major concerts per year. Choral Director: Lauren Canna, lcanna@cc.rcsj.edu

The Voice, RCSJ-Cumberland's Student Newspaper

The student newspaper reflects the happenings on campus and the thoughts of students. You may earn credits by combining journalistic efforts with a journalism course. Volunteers are welcome to participate. Advisor: Dr. Renee Post, rpost@cc.rcsj.edu

Wind Symphony and Jazz Ensemble

Provides an outlet for rehearsal and performance of qualified band literature. A series of four concerts are presented annually. Director: Joseph Akinskas, jakinskas@cc.rcsj.edu

Student Governance

Student Senate

The Student Senate an organization for student governance at RCSJ's Cumberland campus. The Student Senate represents the College's student body on institutional policies, procedures and student issues. The opportunity for student involvement and participation in campus governance is through the Student Senate. Advisor: Kellie W. Slade, kslade@cc.rcsj.edu

Objectives

The following are the objectives of the Student Senate:

- Provide opportunity for student participation in College governance.
- Develop student involvement and leadership.
- Provide student representation for College councils and committees.
- Assist the College's awareness and understanding of the needs, concerns and issues of its students.
- Develop suggestions and/or recommendations to address student needs, concerns and issues.
- Assist the students' awareness and understanding of the College's procedures, policies and services.

Membership

Full- or part-time students, not on academic probation or under any other type of disciplinary sanction, are eligible to be members of the Student Senate. Active Senate members must hold a 2.5 GPA or higher. Students interested in membership on the Student Senate should see their advisor, counselor, instructor or the Executive Director of Student Services and Student Life. Students can join the Senate at any time during the year.

Meetings

Student Senate meetings are scheduled with date, time and location to be determined each semester. Meetings may be added or rescheduled as necessary. The initial organizational meeting for each year is usually held in late September. For additional information, please contact the Executive Director of Student Services/Student Life.

Bookstore

The Bookstore is operated by Barnes & Noble and is located in the Student Center. The hours of operation are Monday through Thursday 8:30 a.m.–4:30 p.m., Fridays 8:30 a.m.–2 p.m. and select Tuesdays 8:30 a.m.–7 p.m. Extended hours are provided during the beginning of fall and spring semesters. The Bookstore hours of operation are subject to change.

Barnes & Noble provides textbooks, both new and used, for purchase or rent, for all Rowan College of South Jersey courses. Educational supplies, stationery, College clothing, health and beauty items are also available. Students may sell textbooks back to the Bookstore during textbook buyback periods.

We price match Amazon, BN.com and local competitors. Download My College Bookstore app on the App Store or Google Play to get 25% off coupon. Visit our website RCSJ.edu/Bookstore and like us on Facebook. The phone number is 856-691-8600, ext. 1318.

Fitness Center

The campus Fitness Center is located in the Student Center's gymnasium (phone ext. 1432). The facility includes a fitness room located on the second floor and locker rooms (including showers) located on the first floor. Equipment is available for a full-body workout and includes 10 cardio stations and 14 weight machines. Exercise specialists are available to provide assistance with equipment utilization, fitness assessment and workout plan development. The hours of operation are posted and students must present a valid student ID for entrance.

Lockers

Daily-use lockers are located in the Navone Healthcare Center and are available to all RCSJ–Cumberland students. Students must bring their own lock and locker must be emptied each day.

Facility Use

Many campus facilities are available for use by requesting space through an approved College club, organization or department. Students interested in holding an activity/event on campus should meet with their club/organization advisor to complete the proper activity request forms. Ideas and requests for student activities may also be presented to the Executive Director of Student Services/Student Life. Space will be requested after the activity approval is received. All events/activities must have a College staff member present.

Arts & Innovation Center, Millville

The Arts & Innovation Center located on High Street in the Millville Arts District is a spacious facility that is equipped with classrooms, computer labs, pottery wheels, kilns and two galleries at the entrance showcasing the work of students as well as regional artists. Whether for credit or for personal enrichment, arts programming is offered through day, evening and weekend classes.

Guaracini Performing Arts Center

The Frank Guaracini Jr. Performing Arts Center is a multi-purpose performance facility. It hosts a wide variety of professional and community events throughout the year. Student tickets are available at reduced prices for College theatre programs. These tickets may be purchased by presenting a current RCSJ student ID at the box office (no phone sales).

Alumni Association

Rowan College of South Jersey–Cumberland Campus Alumni Association is growing and expanding to meet the needs of our community and would love for you to grow with them. The Alumni Association's mission is to promote personal, educational and professional development of alumni; establish and maintain a mutually beneficial relationship between the College and its Alumni; and advance the growth and development of Rowan College of South Jersey's Cumberland campus. Getting involved is a great way to stay in touch with old friends and classmates, make some new connections and have fun! The Alumni Office can be contacted at 856-200-4557.

Alumni Association Memberships:

Graduate Membership: Individuals who have graduated from a certificate or degree program at RCSJ–Cumberland.

Regular Membership: Current or former, full- or part-time students.

Associate Membership: Faculty and staff of RCSJ–Cumberland, spouses of graduates and regular members and friends of the College (Associate members will not have voting privileges).

Honorary Membership: Such persons whose activities tend to enhance the Association and who exhibit concern for and work for the welfare of the organization (Honorary members will not have voting privileges).

Athletics

Athletics

Athletic teams for men's and women's cross country, men's and women's soccer, men's and women's basketball, men's baseball and women's softball are offered. The teams compete in the Garden State Athletic Conference and Region XIX of the National Junior College Athletic Association. The cross country and soccer teams compete in the fall semester; the basketball teams begin competing in November and continue during the spring semester; and the baseball and softball teams compete in the spring semester. Students must be enrolled full-time (12 or more credits per semester) and meet a minimum GPA and credit completion requirement for intercollegiate athletic eligibility. Interested full-time students should contact the Athletic Office/Coach if they would like to participate.

All students are invited and encouraged to attend home games and support our athletic teams. The baseball field is located between the main entrances of RCSJ–Cumberland and Cumberland County Technical Education Center. The softball fields, tennis courts and soccer field are located at the south end of the Cumberland County Technical Education Center campus. The basketball courts are located in the gymnasium in the Student Center. There is a cross country course on campus with a one, three or five mile loop. The soccer fields are located on College Drive just south of campus adjacent to the Cumberland County Technical Education Center.

For additional information and team schedules, contact the Athletic Department, located in the office complex in the gymnasium, call ext. 1284 or visit our website at dukesathletics.com.

Campus Policies

Campus Postings

Anyone wishing to post materials on campus must have the material stamped/approved by the Student Life Office. Materials lacking approval or improperly posted will be removed. Items may be posted on bulletin boards throughout the campus and, in certain areas, with single-sided tape on columns which have been covered with Plexiglass, specific to that purpose. Interior, unpainted masonry block walls may also be used for posting when using clear tape. Materials may not be posted on any glass, including windows, glass doors or glass breezeways; on painted surfaces, such as walls, columns or doors; or on equipment or fixtures of any kind. Materials should be removed immediately following the event advertised, including any tape left upon removal.

Children on Campus

Unsupervised children are not allowed on campus. This requirement is for the safety of the children and the learning environment of the campus. Students may not bring their children to class(es) or leave their children in offices, labs, lounges, cafeteria, library or other College facilities. Children are distracting to students and instructors when present in instructional areas. Unattended children are at a greater risk to be injured, cause damage or be lost. Failure to observe and comply with this requirement may result in the student being directed to leave campus with their children and/or other disciplinary sanctions. Children enrolled or participating in College programs or activities are permitted on campus for the duration of their particular activity or program.

Surveys by Students

All surveys and questionnaires conducted by students or student groups must be submitted to the Executive Director of Student Services/Student Life and the Assessment, Planning and Research Office for prior review and approval.

Tobacco Use and Electronic Cigarette Policy

The interior campus grounds are tobacco smoke and electronic cigarette free. Tobacco and electronic cigarette product usage is prohibited inside the perimeter campus road, including in, near or between campus buildings and all College athletic and recreational fields and facilities. Tobacco use is only allowed in the lettered parking lots (A, B, C, D, E, F, G, H, I, J, K, L, M). This policy applies to all students, as well as College employees, guests and visitors. Fines and disciplinary sanctions can be imposed on students violating tobacco use regulations.

Safety & Security

Security Procedures and Services

Rowan College of South Jersey maintains a strong commitment to campus safety and security. To accomplish our goal, it is imperative that students, employees or visitors report any emergencies, suspicious or criminal activity they observe.

Students who need assistance with medical, security or other emergency situations or wish to report any emergencies or suspicious activities can contact security 24-hours a day, seven days a week, by dialing 1777 from any campus telephone. If you are calling from off campus, dial 856-691-8600, ext. 1777.

Additional information is provided in the Safety and Security Annual Report, which is available online.

Emergency Notification

In the event of an emergency, a message will be posted at the College's main number (856-691-8600), on the voice mail system and on the home page of the College's website: RCSJ.edu.

In addition, an emergency message will be sent via the College's Emergency Notification system to all phone numbers, text message numbers and email addresses stored in the College's Emergency Notification System. Students should go to RCSJ.edu/ccalert to add their information to the system if they have not done so already.

The voice mail system, website homepage, Facebook and Emergency Notification System are used for all official College weather-related and emergency closing announcements.

Telephones

Hallway phones are provided for 911 emergency calls and on-campus use.

Lost and Found

Lost and Found is located at the Information Desk in the Student Center, where items can be dropped off or claimed by the rightful owner. Call 856-691-8600, ext. 1777, to see if your lost item has been turned in. All items are held for a reasonable amount of time. If possible, always mark your personal property.

Student Parking

Parking is available for students in parking areas A, B, C, D, E, G, H, I, J, K, L and M, as well as along the outside perimeter road next to the tennis courts and baseball field. Parking area F is a controlled lot for faculty and staff. Within these areas, student parking spots are designated by white line markings. Allowable student parking is between two white lines. Any area not designated with two white lines is a No Parking area. Not all No Parking areas are posted with signs. The absence of a sign does not mean parking is permitted. Disabled parking spots are designated by blue line markings. Only vehicles with disabled parking tags or disabled parking placards, are allowed to park in the designated disabled parking areas. When a particular parking lot becomes full, students can seek parking in one of the other parking areas. Students who improperly park in a lot because it is full can receive parking violations.

Parking, Traffic and Motor Vehicles

There is ample on-campus student parking at virtually all times. This allows for students to park properly in designated student parking spaces. Students must understand that conveniently located authorized (legal) parking spaces are not guaranteed. The parking facilities are utilized on a first come/first served basis. The responsibility of finding an authorized parking space rests with the student (vehicle) operator; inability to do so shall not be justification for improper parking. You will find that student parking on campus is relatively close to the various campus facilities, particularly when compared to other Colleges both in the state and region.

Traffic Pattern

Some of the roads and parking lots have one-way directional traffic patterns, indicated by signage. This pattern has been designed for safety and to reduce congestion and improve access for students to and from campus and in and out of parking areas. Failure to observe these traffic patterns can cause backups and parking congestion and may result in auto accidents. Students can receive tickets for driving improperly on campus. The speed limit is 10 mph. Your observance and compliance with these traffic patterns and regulations will enhance parking and traffic flow for all students.

Fines and Payment

Vineland Police, Cumberland County Sheriff's Department and the New Jersey State Police are authorized to issue motor vehicle and handicap parking violations on campus. Violators cited by Campus Security will be charged \$10 for each violation and \$50 for each handicap parking violation.

In addition to any violator's cited by Campus Security, the College reserves the right to seek additional penalties for motor vehicle and/or handicap parking violations in Vineland Municipal Court. The College fine will be in addition to any penalties, fines or court costs assessed by the local court. Appeals to the violation notice must be made within ten (10) days of the date of violation to the Director of Safety and Security, who is located in the Student Center Building. Any appeals submitted later than the ten (10) day appeal period will NOT be considered. Students who incur excessive violations or demonstrate blatant disregard for parking and/or traffic regulations or are disrespectful to Campus Security or other personnel, will be subject to disciplinary action and sanctions in addition to payment of fines. Failure to pay violations will cause a student's record to be held and may restrict future registration, enrollment and graduation.

Motor Vehicle Assistance

Flat Tire Assistance

Campus Security will provide assistance for a vehicle that may need air in its tires. The person requesting air for tires must sign a waiver of liability form, releasing Rowan College of South Jersey from any responsibility of damage to the vehicle.

Jump Start

Campus Security will provide a service to motorists that find that their car battery will not start while on Rowan College of South Jersey property. The College does not accept responsibility for any damages that may occur when this service is provided. Therefore, the individual utilizing this service must sign a waiver of liability form, before services are administered, releasing Rowan College of South Jersey from any responsibility.

Vehicle Lockouts

A lock out service is provided upon proper identification by owner, who have locked their keys in their vehicle. Due to different automobile manufacturers, it is sometimes impossible to enter a locked vehicle without the proper key; however, Campus Security will make an attempt to unlock your vehicle. The College does not accept responsibility for any damages that may occur when this service is provided. Therefore, the individual utilizing this service must sign a waiver of liability form, before services are administered, releasing Rowan College of South Jersey from any responsibility. In addition, the individual requesting such service must show evidence of ownership/authorization and must provide identification.

Participation in College classes and/or activities. Questions or additional information is available at the Information Desk, located in the lobby of the Student Center Building.

The Information Desk is open Mondays through Fridays, 7:30 a.m. until 10 p.m. and on Saturdays, from 7:30 a.m. until 3 p.m. Violations received by students must be paid at the Bursar's Office in the Student Center Building or by mail to: Rowan College of South Jersey, Bursar's Office, P.O. Box 1500, Vineland, New Jersey 08362-1500. Make checks payable to Rowan College of South Jersey.

Workforce Development



Rowan College of South Jersey-Cumberland is committed to the philosophy that learning is a lifelong activity.

Workforce Development offers area residents a broad spectrum of industry recognized certification programs, professional development opportunities, courses, seminars and workshops, along with programs on personal development, allied health and short-term career training. The College provides customized training to regional businesses through the Workforce Development Center located on Buck Street and the Arts and Innovation Center in Millville, on-site at an employer's location and on the College's Cumberland campus.

Rowan College offers continuing education courses to address workforce demands. Program options include:

- **Career Training:** Short-term certificate and certification programs in health care, business, technology and advanced manufacturing are available throughout the year.
- **Professional Development:** Workshops and courses are available at convenient times on topics including leadership, management, communications, presentations, software training and human resource management.
- **Business Training:** Dedicated group-training classes for your organization (minimum of 10 employees), with classes held at your location or on the Cumberland campus, with flexible dates and times.
- **Individual Training:** Individuals may attend open enrollment classes with other employers at a Rowan College of South Jersey-Cumberland location.

For information on these and other programs, please call 856-776-2372.

Adult Education Programs

Rowan College, in partnership with state and county agencies and faith-based organizations, offers grant-funded adult education programs in the following areas:

- **Adult High School Diploma (HSE):** Adults can study secondary-level writing, math, social studies, science, literature and the arts in order to pass the HSE test and receive a high school diploma issued by the State of New Jersey
- **Adult Basic Education (ABE):** Adults who do not possess a high school diploma can obtain remedial (below high school level) reading, writing and math education.
- **English as a Second Language (ESL):** Adults can learn English and adapt themselves to American culture, with an emphasis on improving listening, speaking, reading and writing skills.

For more information on these programs, please call 856-200-4531.

Adult High School Diploma (HSE) Testing

Rowan College offers Adult High School Diploma testing to earn a state-issues diploma. To schedule and pay for your exam, visit hiset.ets.org/test-takers to sign in, create a new account or view a video tutorial. The HSE is offered in English and Spanish. Students must be at least 16 years of age or older and not enrolled in high school.

Testing centers are at Rowan College-Cumberland on College Drive, in Vineland and at our new location, the Arts and Innovation Center on High Street in Millville. For additional information, please call 856-200-4531.

Displaced Homemaker Program

Displaced homemakers are individuals who have worked in the home for a number of years and suddenly find that they are the primary source of household income. This situation may be a result of divorce, separation or the death or disability of a spouse or partner. In many cases, displaced homemakers are underemployed and unable to support themselves or their children. After losing a primary source of income, displaced homemakers often need to return to the workforce.

Displaced homemaker programs help individuals learn or update the skills required to succeed in today's job market. The goal is to develop financial self-sufficiency and mental empowerment by providing education, job readiness training, career planning services, individual consulting, outreach, referrals to social services and emotional support.

For additional information, please call 856-776-2385.

Faculty and Staff Directory

Office of the President

Frederick Keating Ed.D.
President
 B.A., M.A., The College of New Jersey
 Ed.D., Wilmington University
 Maryann Dombroski
Assistant to the President, BOT Liaison
 A.A., Cumberland County College
 B.S., Thomas Edison State University

Office of the Vice President/Chief Administrative Officer

Dr. James R. Piccone
Vice President, Chief Administrative Officer
 B.A., Rowan University
 M.M., Michigan State University
 Ed.D., Capella University
 Jennifer L. Sweeney
Assistant to the Vice President
 A.A.S., Cumberland County College

Institutional Research

Sheree Pace
Director, Assessment
 B.S., Green Mountain College
 J.D., Ohio Northern University
 Douglas Maul
Institutional Research Analysis
 B.A., Rutgers University

Grant Development

David Stump
Director, Grant Development and Management
 B.A., University of Vermont

Administrative Services

Jennifer Thomas
Assistant Director, Grant Development and Management

Finance

George Booskos
Comptroller (Director III)
 A.S., Valley Forge Military College
 B.S., Villanova University
 M.S., Widener University

Gayle Gates
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 A.A.S., Cumberland County College
 B.S., Franklin University
 M.S.A., Wilmington University

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 A.A.S., Cumberland County College

Edward Myers
Purchasing Agent
 A.S., Cumberland County College
 B.S., M.S., Wilmington University

Alexandra Saltar
Accountant I
 B.S., Stockton University

Dina Jeffreys
Accountant I
 Maria Giordano
Purchasing Representative

Mail Room

Todd Saul
Mail Clerk
 A.A., Cumberland County College

Human Resources

Rosemarie Fiscus, SPHR-SCP
Director Human Resources
 B.S., University of Delaware
 M.B.A., Pepperdine University
 Lauren Vilimas
Director Compensation and Benefits
 B.S., Rowan University
 M.B.A., Wilmington University

Kimberly A. Somers
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 A.A., Cumberland County College
 B.S., M.S.(2) Wilmington University
 Darlene Rooney
Payroll Specialist

Institutional Advancement/Communications & Marketing

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Special Assistant to the President
 A.A., Cumberland County College
 B.A., Rutgers University
 Nancy H. James
Public Relations Specialist II
 A.A., Cumberland County College
 B.A., Glassboro State College

Kyle Dodge
Web and New Media Coordinator
 Tionne King
Marketing Assistant

Foundation/Alumni

Maria LeBlanc
Director
 B.A., Pace University
 M.A., California State University
 Sheena Plummer
Assistant to the Director
 Brooke Mendibles
Alumni and Events Specialist

Workforce Development

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 B.S., Concord University
 M.S., Marshall University
 D.Litt., Drew University
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 A.A., Gloucester County College
 B.A., Rowan University
 M.S., Ed., Drexel University
 Patricia Mooneyham
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 B.A., University of Southern California
 MSHROL, Widener University
 Reta Rios
Director Career Services
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 M.A., Rowan University
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Intake Specialist, Job Developer
 B.A., Villanova University
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Supervisor, Adult Basic Education
 A.S., Cumberland County College
 Annette Vargas
Secretary I, Adult Basic Education
 A.S., Cumberland County College
 B.A., Rowan University
 Cindy Phillips
Technical Assistant III, Workforce
 A.A.S., Camden County College
 Beverly Stubbs
Administrative Specialist
 A.S., Cumberland County College

Carmen Laurens
Administrative Specialist
 A.A.S., Cumberland County College
 B.A., Berkley College
 Cinthya Leon
Administrative Specialist

Information Technology Services

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Executive Director
 B.S., William Paterson University
 M.B.A., Wilmington University
 Donald Slomin
Director, Network & Computer Systems Administrator
 A.A.S., Cumberland County College
 B.S., Wilmington University
 Samuel Santos
Systems Analyst
 A.A.S., Cumberland County College
 Lynn Eimer
Programmer & Application Developer
 B.S., California State Polytechnic University
 David Brecht
IT Support Specialist
 A.S., Cumberland County College
 Judith Cirucci
Instructional Designer
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 M.S., Drexel University
 Brandon Pugh
Instructional Technology Specialist II
 A.S., Cumberland County College
 David D'Ascoli
IT Support Specialist
 A.A., Cumberland County College
 B.A., Rutgers University
 M.B.A., Wilmington University
 (Vacant)
Help Desk

Library/Learning Resource Center

Patti Ann Schmid
Head Librarian
 B.A., M.T.S., Drew University
 M.S.L.S., Catholic University of America
 Jennifer Aron
Library Services Assistant
 Katherine Givens
Librarian
 B.A., Stockton University
 M.L.I.S., Drexel University
 Kelly Hayden
Librarian
 B.A., M.A., Rowan University
 M.S., Rutgers University

Student and Wellness Center

Heather Bense
Director III
 B.A., Richard Stockton College of NJ
 M.S.W., Rutgers University

University Center

Dr. Maud Fried-Goodnight
Executive Director, University Center/ Title V
 B.A., University of Alaska
 M.A., Hofstra University
 Ed.D., Rowan University

Title V — Las Vías

April Gomez
Title V Administrative Research Assistant
 A.S., Mathematics and Science
 Iris Torres
Bilingual Student Development Advisor
 B.B.A., Iona College
 Ruby Aparicio-Pagan
Bilingual Student Development Advisor

STEM Career Pathways/ Caminos STEM

Veronica Chainey
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 B.S., M.A., Wilmington University
 Brittany Cresci
Student Development Advisor
 Albert Price
Academic / Technical Specialist
 A.S., Cumberland County College
 B.A., University of Pennsylvania
 M.S., New Jersey Institute of Technology
 Anthony Haddad
Administrative Instructor, Cybersecurity
 B.S., Thomas Edison State College
 M.B.A., North Central University
 Dr. Cortney Bolden
Administrative Instructor, Engineering
 B.S., Southern University and A&M College
 M.S., Ph.D., North Carolina A&T University
 Vacant
Administrative Assistant

Science, Technology, Engineering and Mathematics (STEM) Division

(VACANT)
Associate Dean
 Cleo Burrus
Administrative Assistant
 A.F.A., Cumberland County College

Mathematics

Dr. Adrian DeWindt-King
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 M.A., Glassboro State College
 M.A., Thomas Edison State University
 Ed.D., Rutgers University
 William J. Dugan
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 B.S., Allegheny College
 M.S., Drexel University
 M.Ed., Duquesne University
 Jennifer Haller
Assistant Professor
 M.A., Rowan University

Science

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 B.S., Lowell Technological Institute
 M.S., Drexel University
 Dr. Earle Bruce Myers
Assistant Professor II
 B.A., McDaniel College
 B.S., The Dr. William College of Podiatric Medicine
 D.P.M., Scholl College of Podiatric Medicine
 (Vacant)
Learning Assistant III, Chemistry
 Carole Grusemeyer
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 B.S., Rowan University
 M.S., University of Delaware
 Dr. Majid Noori
Professor
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 Ph.D., University of Maine
 Dr. Mark Randa
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 M.S., Ph.D., Temple University
 Patricia Schneider
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 B.S., College of Saint Elizabeth
 Richard Taylor
Learning Assistant III/Laboratory Safety Officer
 B.S., Philadelphia College of Pharmacy & Science

Cumberland Campus

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Nursing, Health Science & Allied Health Division

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D.N.P., Rutgers University

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M.S.N., University of Delaware

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B.A., Earlham College
B.S.N., LaSalle University
M.S.N., Villanova University

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M.S.N., Rutgers University

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B.S., Widener University

Joanne Salvatore
Lab Technician
B.S., Widener University

Arts, Education & Social Science Division

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Randolf Wilfong
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M.A., University of Essex

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M.L.I.S., Rutgers University
M.A., Marist College
Ph.D., Regent University

John Lore
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M.A., Rutgers University

Michael Mills
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M.A., Rutgers University

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M.A., Mercy College

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Spanish

(Vacant)

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M.A., New York University

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M.S., St. Joseph's University

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 Ed.D., Northeastern University

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 Ed.D., Wilmington University

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 M.S.W., Monmouth University

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 College of NJ
 M.A., Fielding Graduate University

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 J.D., Temple University School of Law

Student Services/Student Life

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Michele Zakian
Administrative Assistant
 A.S., Cumberland County College

Jean Erwin
 Secretary, Student Life

Judicial Affairs

Nathaniel Alridge, Jr., J.D.
*Director, Diversity, Equity, Title IX and
 Judicial Affairs*
 B.B.A., Temple University
 J.D., Widener University School of Law

Jerry Gonzalez

Evening Supervisor & Technology Support Specialist

David Caputo
*Evening Supervisor & Technology
 Support Specialist*

Registrar

Tiffany Bonsall
College Registrar (Director II)
 A.A., Cumberland County College
 B.A., William Patterson University

Admissions

Nyambura MiSun Phillips
Director, Admissions & Recruitment
 B.A., Ramapo College of New Jersey
 M.B.A., Keller Graduate School of
 Management

Latoya Gibbons
Recruiter
 B.A., Rider University

Andrea Enders
Admission Assistant

Timothy Grussenmeyer
Recruiter
 A.S., Cumberland County College
 B.A., Rowan University
 P. Cert., University of Leicester (UK)

William Reyes
Coordinator
 A.A., Cumberland County College
 B.S., Wilmington University

One Stop Enrollment Services

Evelyn Rodriguez
One Stop Enrollment Services Supervisor
 A.A., Cumberland County College
 B.S., Wilmington University

Aida Torres
*One Stop Enrollment Services
 Representative III*

Ashley DeLon
*One Stop Enrollment Services
 Representative III*
 B.A., Stockton University

Yolanda Colon
One Stop Enrollment Services
 A.A.S., Cumberland County College

Jillian Pierce
One Stop Enrollment Services
 B.A., Rowan University

Bursar Office

Marie Bailey
 Technical Specialist
 A.A., Cumberland County College
 B.S., Richard Stockton College of NJ

Vanessa Reynolds
Student Accounts Specialist II
 Representative

Jenise Rosa
Student Accounts Specialist

Educational Opportunity Fund (EOF) Program

Amanda Sorshek
Assistant Director
 A.A., Atlantic Cape Community College
 B.A., Richard Stockton College of NJ
 M.A., Rowan University

Arthur Horn
Senior EOF Counselor
 B.S., M.S.A., Lincoln University
 M.B.A., Georgian Court University

Yajaira Montero
Administrative Specialist
 B.A., Thomas Edison State University

Linda Slomin
Senior EOF Counselor
 B.A., Trenton State College
 M.S., Shippensburg University

John Wojtowicz
EOF and Mental Health Counselor
 B.A., Richard Stockton College of NJ
 M.S.W., Rutgers University

Student Support Services

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Director
 B.A., Richard Stockton University
 M.A., Rowan University

Jennifer Schwarz
Administrative Specialist

Randall Kates
Student Development Advisor
 B.A., M.A., Fairleigh Dickinson University

Marissa Wilson-Collins
Student Development Advisor
 B.A., Bowling Green State University
 M.A., University of Findlay

Financial Aid

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Director
 A.A., Camden County College
 B.S., Thomas Edison State College
 M.B.A., Strayer University

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Technical Assistant III
 A.S., Cumberland County College

Karen Henry
Technical Assistant III
 A.A., Gloucester County College
 B.S., Wilmington University

Barbara Robinson
Technical Assistant III
 A.A., Salem Community College

Melanie Martinez
Technical Assistant III
 A.A.S., Cumberland County College

Regina Glover
Financial Aid Assistant

Center for Academic and Student Success (CASS)

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Director III, Advisement & Retention
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B.A., Rowan University
M.B.A., Georgian Court University

Meredith Vicente
Senior Director, Disabilities Support Services
B.S., The College of NJ
M.A., Rowan University

Dotty Perna
Technical Assistant
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B.A., Wilmington University

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Senior Assistant Director, Testing & Tutoring
B.A., College of Charleston
M.A., Rowan University

Marilou Weber
Student Development Advisor
A.A., Atlantic Cape Community College
B.A., Stockton University

(Vacant)
Proctor/Technician

Janet Cardoso
Title V Proctor/Technician
B.S., Goldem Beacom College

Advisement, Retention and Transfer Services

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Administrative Assistant

Trineé Parson
Student Development Advisor
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B.A., Rowan University

Frank Piccioni III
Student Development Advisor
A.S., George Washington University
B.S., M.S., Wilmington University

(Vacant)
Student Development Advisor

Athletics

Jonathan Dijamco
Director
B.S., Saint Joseph's University

Christopher Lopez
Assistant Director
B.S., Wilmington University
M.S., East Carolina University

Debra Iacovelli
Administrative Assistant

Rimma Asadov
Athletics and Student Life Attendant
A.A.S., Cumberland County College

Auxiliary Services

Ismail Asadov
Executive Director, Auxiliary Services
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B.S., Rowan University
M.B.A., Wilmington University

Conference and Events Operations

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Director
A.A.S., Cumberland County College
B.S., M.B.A., Wilmington University

Kevin S. Kolva
Senior Supervisor, Conference Center
A.F.A., Cumberland County College

Kelly Grennon
Events Scheduler
B.S., Stockton University

Emeriti

Luis O. Arcacha

Assistant Professor II, Spanish
A.B., Nuestra Senor Del Recuerdo
College

M.A., St. Estanislao College

John M. Adair—Posthumously

Associate Professor, Humanities
B.A., Calvin College

M.A., University of Delaware

Dr. Donna S. Bender

Assistant Professor, Education

B.A., Russell Sage College

M.Ed., Bridgewater State College

Ed.D., Johnson & Wales University

Anne M. Bergamo

Executive Director, Grant

Development & Trustee Relations

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Computer Science*

B.S., Rider University

M.A., Rowan University

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Counselor

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M.S., Old Dominion University

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A.S., Cumberland County College

B.S.N., Temple University

M.S.N., University of Pennsylvania

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B.S., Chestnut Hill College

M.S., Marywood College

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Technology*

B.S., Glassboro State College

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M.A., University of Wyoming

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*Division Chair, Business, Education
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B.S., University of Rochester

M.A., University of Arizona

Ph.D., American University

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M.Ed., University of Arizona

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B.S.N., M.S.N., Drexel University

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B.S., St. Joseph College

M.A., Villanova University

M.A., Simmons College

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*Dean of Instruction and Academic
Services*

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M.A., Rutgers University

Ed.S., Appalachian State University

Ed.D., Virginia Polytechnic Institute &
State University

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B.A., Temple University

M.A., Villanova University

Kevin McGarvey

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B.A., M.A., Kutztown University

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B.S., M.B.A., New York University

Clair H. Miller, Jr.

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B.A., University of Mississippi

M.A., Rowan University

Iris Perez

Associate Professor, Nursing

A.A.S., Bronx Community College

B.S.N., Richard Stockton College

of New Jersey

M.S.N., University of Delaware

Dr. Philip S. Phelon

President

A.B., Elon College

M.A., Ed.D., SUNY at Albany

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Dr. Johanna Roode

Professor, Nursing

B.S., M.A., Professional Diploma,

Columbia University

Ph.D., State University of Utrecht

Dr. William J. Sample

President

A.B., A.M., Ph.D., Western Reserve

University

Paul Swierczynski

Associate Professor, Computer Science

B.S., St. Joseph's University

M.B.A., Temple University

Dr. John A. Visceglia

Professor, Behavioral Science

B.S., Glassboro State College

M.S., University of Pennsylvania

Ed.D., University of Maryland

Stephen B. Weissman

Assistant Professor I, Computer Science

B.A., M.A.T., Wesleyan University

M.S., Villanova University

Directions

Directions to Rowan College of South Jersey's Branch Campus — Cumberland

Located in Cumberland County
3322 College Drive, Vineland, NJ 08360
856-691-8600

From Vineland

Travel west on Landis Avenue to the junction of Route 47 (Delsea Drive) intersection; make a left traveling south on Route 47; turn right onto Sherman Avenue (Route 552); drive approximately one mile to traffic light at College Drive, turn left; the College is about one-half mile on the right.

From Bridgeton

Take Irving Avenue to Route 552 through Carmel approximately 4 miles to traffic light at College Drive turn right; the College is about one-half mile on the right.

From Millville

Drive north on High Street to Route 47 (Delsea Drive); travel north on Route 47; turn left at traffic light onto College Drive; the College is about one-half mile on the left.

From Philadelphia

From the Walt Whitman Bridge take Route 42 South; take Route 55 South; take Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; the College is about one-half mile on the right.

From Trenton

Take Route 206 South; take 295 South to Route 42 South for approximately 2 miles; take Route 55 South to Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; the College is about one-half mile on the right.

From New Jersey Turnpike

To Exit 7; take 295 South to Route 42 South; travel approximately 2 miles; take Route 55 South; take Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive; turn right; the College is about one-half mile on the right.

From Garden State Parkway

Take the Atlantic City Expressway North to Exit 12; take

Route 40W; travel through Malaga to Route 55 South; take Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; the College is about one-half mile on the right.

From Delaware Memorial Bridge

Take Route 40 East; travel through Woodstown and Elmer to Route 55 South; take Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; College is about one-half mile on the right.

From Southern Cape May County

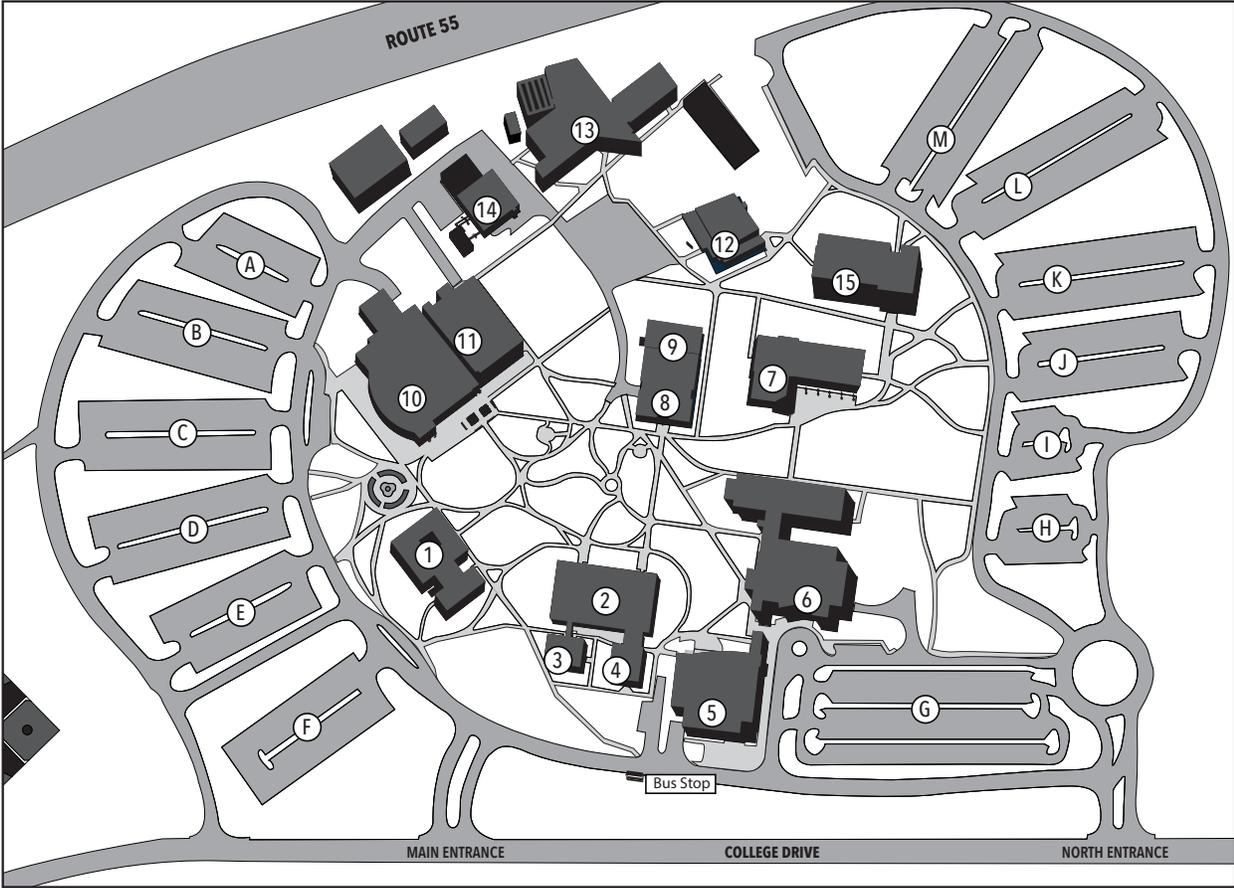
Drive north on Route 47 to Route 55; travel on Route 55 to Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; College is about one-half mile on the right.

From Middle Cape May County

Proceed west on Route 49 to Route 55; travel on Route 55 to Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; College is one-half mile on the right.



Cumberland Campus Map
3322 College Drive, Vineland, NJ 08360
rcsj.edu • 856-691-8600



- 1. Administrative Building
- 2. Academic Building
- 3. Computer Classroom, Labs
- 4. Academic Support Labs
- 5. Luciano Conference Center
- 6. Guaracini Arts Center
- 7. University Center
- 8. Library
- 9. Network Operations Center

- 10. Student & Enrollment Services Center- Information
- 11. Dr. Charles Cunningham Building (Gymnasium)
- 12. Navone Healthcare
- 13. Alampi Science Building
- 14. Central Plant - Shipping and Receiving
- 15. Center for Workforce & Economic Development

Parking Lots
A,B,C,D,E,F,G,H,I,J,K,L,M

Off-Campus Sites
Arts & Innovation Center
321 N. High St., Millville, NJ
Paula J. Ring Education Center
10 Buck St., Millville, NJ

07112019

Cumberland Campus



Cumberland Campus • 3322 College Drive • Vineland, New Jersey 08360
Gloucester Campus • 1400 Tanyard Road • Sewell, New Jersey 08080

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