

Students' Rights and Responsibilities

STUDENT RESPONSIBILITIES

Conduct

Expected standards of behavior have been established to provide for the maximum comfort, convenience, and well being of the entire Middlesex County College community. These standards are referred to as the Code of Student Conduct. The Code of Student Conduct and related policies and procedures are outlined in the Pathfinder, the student handbook for the College. Enrollment in the College confirms students' acceptance of exemplary standards of behavior and unqualified commitment to academic integrity.

Students who violate the College's behavioral norms will be subject to disciplinary action as outlined in the Code of Student Conduct.

Acceptable Use Policy for Computer Facilities

The mission of Middlesex County College is to "provide access to an affordable, quality education for diverse students and to promote lifelong learning opportunities to strengthen the economic, social and cultural life of the community (p.3). Inherent in this purpose is to provide the college community, including faculty, staff, students and other authorized users, access to the computing resources needed to support academic and instructional activities required for effective learning. Access to these resources assumes they will be used in a professional, ethical and legal manner.

Implicit in the use of the College's computer resources is the user's obligation to abide by the computer use rules and regulations, which are outlined in the Pathfinder.

The College will make every effort to ensure the integrity of the computer resources and the information stored on them. However, Middlesex County College is not responsible for the loss of information from computing misuses, malfunction of computing and networking hardware, malfunction of computing and networking software or external contamination of data or programs. (Reference Code of Student Conduct in the Pathfinder.)

Dress

Students are expected to exercise good judgment with respect to attire worn in the classroom and on the campus. For reasons of safety, footwear is required.

Identification

Students will receive a photo identification card from the Office of Student Activities after they register for the first time. Students can use the card for library privileges, computer lab facilities, processing transactions in the Office of the Registrar and for admission to all athletic events, social activities, and other College functions. Therefore, students must carry their identification card with them whenever they are on campus. Students who need to replace the card will be charged a replacement fee.

Animals on Campus

Animals are not permitted in College buildings. Exceptions will be made for those animals assisting disabled individuals, those related to a classroom requirement and all campus residences.

Transportation

Students are responsible for arranging their own transportation to and from the campus. Public transportation is available. Copies of bus schedules are in the Office of Student Activities. Students may want to arrange to travel in car pools with other students.

Parking

The College is designed as a compact walk-on campus with perimeter parking. Students may park in any white-lined space.

Students with state handicapped plates or placards will be allowed to park in the designated parking areas/spaces for persons with disabilities. The placards must be displayed so they are readily visible.

College Police

The College Police are authorized to enforce all regulations regarding parking and traffic and to issue citations for violations.

Living Accommodations

The College does not maintain dormitories. Students who live away from home while enrolled at Middlesex are responsible for arranging their own living accommodations.

STUDENT RIGHTS

Access to Student Records - Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If the College decides not to amend the record as requested, the 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.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. 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 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

Directory Information

Middlesex County College designates the following as public or "Directory Information." Such information may be disclosed by the College at its discretion:

Name, address, telephone number, e-mail address, dates of attendance, enrollment status, previous institutions attended, major field of study, awards, honors, degrees conferred (including dates), past and present participation in officially recognized activities, height and weight (for athletes only), photographs and photographic images, and date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, except Middlesex County College shall disclose education records as required by law and as indicated under "Disclosure of Identifiable Information."

To withhold disclosure, written notification must be received in the Office of Registrar. Forms requesting the withholding of directory information are available in that office. Middlesex County College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Cleary Act

Middlesex County College maintains security and crime statistics in compliance with the Cleary Act. Cleary Act information can be found on the College website.

CODE OF STUDENT CONDUCT

In order to provide for the maximum safety and well-being of the total College community, including guests, certain standards of behavior have been established at Middlesex County College. Upon admission to the College, all students accept an unqualified commitment to adhere to such standards and to conduct themselves in a manner that reflects pride in themselves and the College. These standards of conduct will apply to students engaging in College sponsored activities both on and off campus. Conduct that adversely affects a student's responsible membership in the academic community shall result in appropriate disciplinary action. The College will not tolerate deliberately disruptive behavior, violence, or physical interference with the rights of any member of the College community.

The Code of Student Conduct outlines behavior deemed unacceptable at Middlesex County College. Infractions of the Code include, but are not limited to, the actions listed below.

1. Unauthorized use or possession on the campus of weapons, ammunition, explosives, fireworks, or other dangerous substances or materials.
2. Threatening or inflicting bodily harm or physical abuse or injury to the person of a fellow student, faculty or staff member, administrative officer or guest of the College.
3. Obstruction or disruption of teaching, learning, research, administration, discipline procedures or other College authorized event. Disruptions of teaching and learning which may include tardiness, offensive language or behavior, noise and improper use of personal communication devices (e.g.: cell phones, headphones, pagers, PDAs and laptops).
4. All forms of academic dishonesty, including cheating, facilitating academic dishonesty, and plagiarism or assisting others to engage in those activities.
5. The failure to report any action or plan of dishonesty whether knowledge of such act or plan is obtained directly or indirectly.
6. The soliciting of assisting another to do any act which would subject a student to probation, suspension or expulsion.
7. Unauthorized distribution, use or possession of any substance constituting a "controlled dangerous substance" within the meaning of the New Jersey Controlled Dangerous Substance Act, N.J.S.A. 24:21-1 et seq., or any illegal drug on College property or at college sponsored activities.
8. Failure to comply with the College's policy on smoking.
9. Illegally gambling on college property.
10. The violation of any of the criminal statutes of the State of New Jersey, which violation occurs either on the campus, at off-campus sponsored events, or which directly affects the College community. The College will cooperate fully with any law enforcement agency investigating such violations.
11. Falsification, alteration or withholding information related to records or documents maintained by the College.
12. Theft, misappropriation, vandalism, non-accidental damage, grossly negligent damage or arson to any College property or private property of a fellow student, faculty or staff member, administrative officer or guest of the College.
13. Failure to present student identification to a College employee in response to a request.
14. Unauthorized entry into any secured building or facility, obstructing access to any campus building or facility, the unauthorized use or occupation of any classroom, public or common indoor areas, recreational or athletic facility, faculty office or any other components of the College's physical plant or property.
15. Failure to register the dissemination of printed material or unauthorized display of posters and advertising material.
16. Abusive or unauthorized use and operation of outdoor and indoor sound systems, public address systems sound tracks, or bullhorns.
17. Unauthorized consumption and/or unauthorized possession of alcoholic beverages on campus.
18. Failure, after a warning, to wear adequate clothing and foot covering while attending classes or utilizing any campus facility.
19. Consumption of food and beverages outside of authorized areas unless authorization has been given by a faculty member, staff or administrator.
20. Soliciting or assisting another to do any act which would subject that student to any sanction within the Code of Student Conduct.
21. A failure to abide by the "Acceptable Use Policies for Computer Facilities."
22. It is the policy of this College that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited. Organizations which initiate, advocate or promote activities which threaten the safety or well being of persons or property on College grounds, which disrupt the program environment or are harmful to the educational process, are prohibited. Activities involving initiations, hazing, intimidation, and/or related actions of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student causing and/or participating in activities which intimidate or adversely affect the attendance

of another student or staff member will be subject to disciplinary action.

23. Engaging or the soliciting of any activity which would interfere with the normal operation of the College.

Sanctions

The various penalties for the commission of a violation are set forth hereafter. Upon a finding of or plea of guilty for any violation, one or more of the listed sanctions may be imposed independently or cumulatively.

- a. **Warning:** Notice, orally or in writing, that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action.
- b. **Probation:**
 1. Exclusion from participation in privileged or extracurricular College activities for a period not to exceed one year.
 2. Fine, restitution and or community service not to exceed 50 hours and/or counseling services as may be required.
- c. **Disciplinary Suspension:** Temporary separation from the College for a period of time not to exceed two years.
- d. **Dismissal:** Permanent separation from the College for all programs academic or extracurricular.
- e. **Administrative Suspension:** The vice president for academic and student affairs or her/his representative shall have the authority and responsibility to assure the well being of the College community and to insure the College's ability to carry out its mission. To provide for this environment, any act or threat which, in the opinion of the vice president for academic and student affairs, endangers any individual, or which results in terrorizing any member of the College community or guests may warrant immediate suspension.

Similarly, any act which may result in the disruption of College activities or inciting others to disrupt College activities or interference with the right of any member of the College from performing assigned duties or attending class may also warrant immediate suspension.

The suspension shall remain in effect until the vice president for academic and student affairs receives evidence that the presence of the accused does not pose a threat to any member of the College community.

STUDENT GRIEVANCE PROCEDURE

Students who wish to appeal a grade should follow the process on page 12. Grievances regarding other issues should be handled in the following manner. Students are encouraged to discuss their concerns with the faculty member involved or with their academic advisor, prior to presenting a formal grievance. Whenever a student brings a grievance against a faculty member to the attention of a college administrator, the following procedure will be followed:

1. Should the student grievant so request, the time sequence outlined below will be extended to the end of the semester.
2. The administrator shall inform the faculty member of the nature of the allegation prior to conducting an investigation.
3. Upon investigation, if the administrator or his or her designee finds probable cause, but the nature of the grievance is not of a serious nature to warrant disciplinary action, the administrator will attempt to resolve the matter informally.
4. If the administrator or his or her designee finds probable cause and the nature of the grievance is of a serious nature to potentially warrant disciplinary action, the administrator shall advise the faculty member, the union and the divisional dean of the nature of the complaint and the name of the grievant.

5. The dean of the division shall complete the investigation and hold a hearing within fifteen (15) school days. Following the hearing, the dean shall, within ten (10) school days, render a final decision.

Students may appeal the decision of the division dean to the vice president for academic and student affairs of the College.

SEXUAL HARASSMENT POLICY

Middlesex County College reaffirms its desire to create an academic/work environment for all students, faculty and staff that is not only responsible but supportive and conducive to the achievement of educational/career goals on the basis of such relevant factors as ability and performance. All students, faculty and staff at Middlesex County College have the right to expect an environment which allows them to enjoy the full benefits of their work or learning experiences.

Therefore, it is the policy of the College to prohibit sexual harassment from occurring at the College or at any other location where a College-sponsored event takes place. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a working and learning environment free of harassment.

Sexual harassment is prohibited by the Civil Rights Act of 1964, Title VII, Section 703, and by the Educational Amendment of 1972, Title IX. Middlesex County College intends to abide by the law. Immediate and appropriate corrective action will be taken should any student, faculty member, staff or administrative employee who engages in behavior contrary to this policy or who engages in any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigation of such reports in accordance with this policy.

The complete Sexual Harassment Policy and complaint procedure is available in the Library, the Pathfinder, and the Office of Labor Relations. Complaints should be directed to director of labor relations in Chambers Hall.