

Rowan College at Burlington County

STUDENT HANDBOOK

Fall 2016 - Summer 2017



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The Rowan College at Burlington County Student Handbook is produced by Rowan College at Burlington County as a first-hand reference source for RCBC students. We encourage you to become familiar with this publication and use it as a guide.

Information in the Student Handbook is current to the date of publication (June 2016). Information often changes throughout the year, for any updated information, please reference the Student Handbook online at rcbc.edu/publications.

Rowan College at Burlington County does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or veteran status. Visit rcbc.edu/hr for more details.



MESSAGE FROM THE PRESIDENT

Dear Students,

Congratulations on your wise decision to attend Rowan College at Burlington County. We are a different kind of community college that is transforming into the ultimate model of 21st century higher education.

Among many new benefits to you include:

- Guaranteed acceptance to Rowan University upon graduation.
- A state-of-the-art Student Success Center coming in fall 2017.
- The opportunity to save \$75,000 toward your bachelor's degree through our "3+1" program that allows you to stay an additional year.*



Our college ranks among the top 3 percent in the nation for increasing your income and Rowan University ranks among the top 100 public colleges and universities. Our "3+1" program allows you to earn both of these high-quality degrees while staying away from high debt and keeping money in your pocket for big-ticket items such as your master's degree or purchasing a home.

Please enjoy your time here. We offer student life experiences at RCBC and at Rowan University – another example of the unique opportunities available to you as part of the Rowan family.

I look forward to seeing you on campus as we learn, grow and have fun together. Be different, be RCBC!

A handwritten signature in black ink that reads "Paul Drayton". The signature is written in a cursive, flowing style.

Paul Drayton

President, Rowan College at Burlington County

**Junior-year courses will be available in January 2017, pending accreditation approval.*

ACADEMIC CALENDAR

FALL 2016

Early online registration without fee	March 28 – April 10
Early registration without service fee	April 11 – August 1
Registration with service fee begins*	August 3 – August 30
Last Day for 100% Refund for Fall 2016	August 30
Day and Evening Classes Begin	August 31
Labor Day Holiday – college closed***	September 5
Thanksgiving Holidays – college closed***	November 23 – 27
Classes resume	November 28
Exam week	December 13 – December 19
Holidays – college closed***	December 26 – December 31

SPRING 2017

Early online registration without fee	October 24 – November 6
Early registration without service fee	November 7 – November 29
Registration with service fee begins*	November 30 – January 19
Spring Intercession	January 3 – January 13
Holiday, Martin Luther King, Jr. Day – college closed***	January 16
Day & Evening Classes Begin	January 19
Spring break – no classes, college open with full services on weekdays	March 12 – March 18
Holiday – college closed***	April 14
Exam week	May 8 – 14
Graduation (Saturday)	May 20

SUMMER 2017

First Summer classes begin	May 22
Holiday, Memorial Day–college closed.	May 29
Holiday, Independence Day–college closed	July 4
Final Summer Classes End	August 29

*Payment due for course and fees at the time of registration. **The above ending dates are only for the traditional 5-week Summer session. ***Online services available. Calendars are subject to change without notice. Rowan College at Burlington County also offers special classes and semesters in other configurations. Visit rbc.edu/academic-calendar for current dates and payment/refund deadlines.

CHAPTER 1: ACADEMIC LIFE

Academic Advisement and Counseling

The Academic Advisement and Counseling staff is available to assist students who need academic advising, development of study skills, or who have personal or social concerns. The staff is committed to supporting and helping students. When appropriate, students may be referred to outside agencies.

Students who are on academic probation or dismissal status are required to meet a member of the academic advisement/counseling staff in order to register for classes.

Appointments and walk-in advising is available in our Advising Centers (Mount Laurel and Pemberton) and at the Willingboro Center. Please visit our website for specific hours and services. Students are encouraged to call the Willingboro Center at ext. 3018 for advising hours or support counseling appointments.

Academic Tutoring

The college offers free tutoring for all currently enrolled students. The Tutoring Center is located in the Lewis Parker Center, Room 126, on the Pemberton campus, and in the TEC building, Room 217, on the Mount Laurel campus. Tutoring is offered by appointment at the Willingboro and Mount Holly Centers. Please visit rcbc.edu/tutoring or call ext. 1495 or 2096 for assistance.

If you are having trouble with your RCBC classes, but can't get to campus to visit one of the tutoring centers, use Grade Results, a free online service available to registered RCBC students. To schedule a tutoring appointment, or for a Grade Results log in, call ext. 1495 or 2096.

All telephone extensions listed can be reached by calling (856) 222-9311 unless otherwise noted.

Bachelor Degree Completion Programs at RCBC

RCBC has developed partnership agreements with four colleges and universities to enable students to complete their bachelor's degree in more than 16 majors on the RCBC Mount Laurel campus.

RCBC's premier partnership provides students an affordable path to the highly-sought Rowan University bachelor's degree with benefits that are only available to RCBC alumni. For more information on available programs, please contact the Rowan Relations Coordinator at (856) 291-4214.

RCBC's other on-campus partner schools include Fairleigh Dickinson University, Rutgers University- Camden School of Business, and Wilmington University. For more information on these convenient and affordable routes to a bachelor's degree, please call the RCBC Transfer Center at ext. 2737.

Distance (Online) Education

Students choose online courses to take classes anytime or anywhere. Online courses allow you to have more time for your family, work or on-campus experiences at Rowan College at Burlington County.

RCBC's award-winning and fully-accredited Distance Education program is the largest among New Jersey community colleges and ranks among the top five when including four-year institutions.

The college offers twelve degrees and six certificates that can be completed entirely online – several feed directly into bachelor-degree programs.

Online courses utilize a state-of-the-art course management system to deliver dynamic college-level instruction over the internet. These courses include textbook readings, web-based resources, interactions with faculty and fellow students, hands-on projects, and exams. College faculty are available to answer questions and direct student learning.

To see whether Distance Learning is right for you, visit rcbc.edu/distance-education/faq where you can take quizzes *Is Distance Learning for You?* and *Do You Have the Technical Skills?*

Experiential Learning

Experiential Learning is an internship or co-op approved through Career Services consisting of on-the-job work experience where knowledge obtained from classroom theory is integrated with actual practical work experiences. Internships provide students with knowledge of career opportunities, help students gain an understanding of the industry, and how one might better prepare to be successful in obtaining and keeping employment in that profession.

In order to participate in the Experiential Learning (EXP) program, a student must:

- be enrolled in at least 6 credits at RCBC
- possess a minimum GPA of 2.0
- meet with Career Services to complete the EXP course registration and agreement

All internship positions must:

- meet all FLSA standards
- be related to the student's major or career
- be approved by Career Services

Students seeking an internship should make an appointment with a career counselor for assistance. For more information, please visit rbc.edu/careers or email careerservices@rbc.edu or call ext. 1034.

CHAPTER 2: COMMUNITY LIFE AND STUDENT SUCCESS

Alumni Association, Inc.

The Alumni Association is governed by a board of trustees consisting of RCBC alumni, as well as current students, staff, or faculty serving as honorary members.

The association sponsors a variety of programs, services, and activities for the college's graduates and current students, and serves as a conduit for communication between present and former students. The association also sponsors a scholarship program for RCBC-bound high school students. These scholarships are based on outstanding community service work and academic achievement. The scholarship application can be accessed at rcbc.edu/foundation.

For further information on the Alumni Association call ext. 2541 or visit the website at rcbc.edu/alumni and register as an alumnus.

Athletic Facilities

Until a new facility is complete in Mount Laurel, athletics will remain on the Pemberton campus with facilities that include a gymnasium with seating for 1,500, a 25-yard, six-lane swimming pool, a soccer field, six tennis courts, a baseball field, and a softball field.

The Wellness Center is very popular with students and consists of free-standing stacked weight units and nine pieces of aerobic equipment. Memberships can be obtained by completing a membership application form at the Wellness Center. There is no membership fee for RCBC students.

The college athletic training room, located in the Physical Education Center, is fully equipped and staffed to provide injury care, prevention, and rehabilitation for athletes.

A dance room is available for aerobic dance activities, martial arts, and other various activities.

Locker facilities are available free for daily use. The college, however, is not responsible for any lost or stolen items. Please bring a lock and secure your valuables while using the Physical Education Center. Individuals using the lockers are required to remove personal locks and all articles from the lockers on a daily basis.

Behavioral Health Counseling

“You are not alone, talk to someone.” – rcbc.edu/counseling

RCBC recognizes that attending college paired with life circumstances, can be stressful and at times overwhelming.

RCBC’s Academic Advisement and Counseling Office provides experienced staff to counsel students who may need support and referral services to assist them in making their college experience successful. Counseling services are confidential, non-judgmental, voluntary, and free of charge to currently registered students. Appointments can be set up by calling ext. 1582 or by using our online request form at rcbc.edu/counseling/request-form.

Career Adaptive Learning Literacy Lab

The Career Adaptive Learning Literacy (CALL) Lab has been developed for Rowan College at Burlington County under several Carl Perkins Vocational Education grants funded through the State of New Jersey. The CALL Lab is designed to provide self-paced, self-administered adaptive technology for students who have special needs. The lab is wheelchair accessible and provides special tools to assist those individuals with hearing, visual impairment, and learning disabilities. Special technology has been integrated into this lab. The CALL Lab is located in the Mount Laurel campus in TEC, Room 100.

Hours: 9 am - 4:45 pm Monday-Friday. Contact ext. 1202 for more information.

Equipment in the CALL Lab includes a variety of adaptive and assistive technologies that enable students to access various programs. All computers have internet access. Everything is designed to provide full access to word processing and assistive programs. All of these devices are available to any student who needs them.

- Dell computers (12)
- HP ScanJet 5500c scanner (1)
- Intellikeys keyboard (1)
- Franklin electronic speaking dictionary (2)
- Franklin speaking language master dictionary, special ed. (8)
- Tape recorders (10)
- Intel Reader and Portable Capture Station
- Juliet Pro Braille Embosser
- Next Generation Perkins Braillers (2)
- Topaz Video Desktop Magnifier (1)

The software available to students in the CALL Lab includes:

- Microsoft Office 2013
- JAWS 15.0 (screen reader software)
- WYNN 3.5 (scanning software)
- Dragon Dictate Naturally Speaking
- Kurzweil 3000 for Windows Version 11 (USB Version)
- Zoom Text Magnifier Version 10
- Duxbury Braille Translator

Career Services

The Career Services Center provides various career resources for all stages of an academic and professional career. Career Services has locations on the Mount Laurel campus in Evans Hall and at the American Job Center in Westampton, NJ. Visit rcbc.edu/careers or contact the staff at careerservices@rcbc.edu or call ext. 1034.

Services Available:

- One-on-one career counseling appointments
- Computers to conduct online job searches
- Critiquing your professional resume and cover letter.
- Career exploration assistance and resources.
- Enroll in the Experiential Learning program which allows students to earn college credit for academically related work experience.
- Assistance with obtaining on-campus employment.
- How to utilize professional social media and improving your online image.

Special Events and Workshops: A number of annual events are held during the year; including job and internship fairs; professional clothing resale event; and the Dress for Success program. Various free career workshops are also offered, covering topics such as job searching strategies, creating a resume and cover letter, interview preparation, your online image, and more!

Classified Services

Students who are interested in selling or buying textbooks, vehicles, computers, or other items should post the information on the classifieds bulletin board located outside the College Store in Parker Center on the Pemberton campus and in Laurel Hall on the Mount Laurel campus. All postings must be on paper or card stock 4"x6" and must be dated. Postings will be removed after 30 days.

College Newsletter

Rowan College at Burlington County is quickly transforming into the ultimate model of 21st century higher education. Keep up with all of the exciting changes by signing up for the college's email newsletter at rcbc.edu/newsletter.

College Bookstore

The college bookstore is a one-stop-shop operated for the convenience of our students, faculty and staff. In addition to carrying the required and recommended texts for all classes, the bookstore also stocks school supplies, RCBC clothing, RCBC gift items, and a variety of snacks. For more information on the bookstore's return policy, rental program, buybacks, or bookstore hours, please visit rcbc.edu/bookstore.

Dental Care

The Dental Hygiene Department, located in the Parker Center on RCBC's Pemberton campus, offers a wide variety of preventative dental health services such as cleanings, dental hygiene assessments, fluoride treatments, and x-rays to the public. RCBC Dental Hygiene students, while under the careful supervision of licensed dental professionals, will perform treatments and preventative care. Adults and children are welcome to participate in this program for only \$5. For more information, or to schedule an appointment, please call (856) 291-4215.

Educational Opportunity Fund (EOF) Program

The Educational Opportunity Fund (EOF) Program at RCBC is a support system designed to help first-time, full-time students confidently navigate the rigor of college life to complete their educational goals.

EOF program services include:

- A maximum grant award to eligible EOF students of \$1,050 for the academic year.
- Access to the summer orientation and pre-collegiate leadership institute.
- Individualized academic planning and personal advisement.
- Free tutoring, structured study, and final exam preparation.
- Seminars and symposiums to strengthen EOF students' academic and resiliency skills.
- Career exploration and financial management workshops.
- Transfer assistance to four-year universities or colleges.

Interested students may visit our website at rbc.edu/eof or stop by the RCBC campus to obtain an EOF application and income eligibility requirements.

Faculty Advisement

Full-time students who have declared an academic major will be assigned to a faculty advisor. Faculty advisors may teach in the student's major area of study and are an invaluable resource in navigating RCBC, career paths, and transfer opportunities. Students are encouraged to meet with their faculty advisor for course selections, registration questions, and discussion of academic concerns.

Students can change their faculty advisor or request a faculty advisor if they do not have one by completing the Change of Faculty Advisor form. Students can request the form from faculty; the Liberal Arts Division; the Health Sciences Division; the Science, Technology, Engineering and Mathematics Division; or the Academic Advisement and Counseling Office.

Financial Aid

Rowan College at Burlington County has developed a comprehensive financial aid program to assist students. The program provides personalized service to students who are in need of financial assistance for college expenses. Financial Aid consists of grants, loans, scholarships, and work-study employment. A financial aid package may consist of one or a combination of these funds as determined by the source of the funding.

Students applying for Financial Aid must file a Free Application for Federal Student Aid (FAFSA). We advise students to file electronically at fafsa.gov. For more information please contact the Financial Aid Office at financialaid@rcbc.edu or at ext. 1575. Students can also visit our website at rcbc.edu/financialaid.

Food Service

Facilities – Rowan College at Burlington County offers our campus community a food service option through cafeterias located on our Mount Laurel and Pemberton campuses, the Technology Engineering Center (TEC) and Lewis Parker Center respectively. These facilities are open to the college community, except when explicitly reserved for classes or meetings. These facilities are self-busing and all food and drink must be eaten within the cafeteria or outside patio areas provided. Should anyone have any special requirements and/or problems with the dining hall areas, they should contact the food service manager at (856) 222-9311, ext. 2016.

Vending – RCBC offers our students a vending options for food and drink. Vending machines are located in each building with classes and/or student functions. Should a student have any issues with a vending machine, they may contact the Business Office for a refund of money lost as well as to report the issue on a form located in the Business Office.

Credit card/debit users should note that your bank will place a HOLD on your account greater than the amount to purchase one or multiple items in a single vending transaction. This hold amount will be updated to reflect the actual transaction amount within 24-72 hours depending on the policy of your bank. Your final charge will only be for items vended. Any questions regarding your bank's policy on account holds should be directed to your bank.

For any other issues that may arise, please contact the Office of Logistics at (856) 242-5196.

Foundation Scholarships

RCBC Foundation Scholarships are awarded for the fall and/or spring semesters and help support tuition and fees or book costs. Scholarships administered by the Rowan College at Burlington County Foundation are awarded at the discretion of the donor/Foundation Executive Committee. Scholarship amounts vary based on financial need. The RCBC Foundation Scholarship requires a completed FAFSA application, two current letters of recommendation, and a personal essay. Students do not have to qualify for Financial Aid to receive an RCBC Foundation Scholarship.

The online application and specific scholarship descriptions are available at rcbc.edu/foundation. Paper applications will not be accepted. We encourage all first-time applicants to visit our Scholarship Orientation at the Foundation website. For more information regarding RCBC Foundation scholarships, please contact the office at ext. 2540 or foundation@rcbc.edu.

Health Insurance

A state law signed by Governor Christie in fall 2013 eliminated the requirement for community college students in New Jersey to have health insurance. Students, who want to purchase health insurance, should visit the New Jersey Department of Insurance and Banking website at state.nj.us/dobi/division_insurance/ihcseh/shop_seh.htm.

Health Sciences students are still required to carry accident insurance to cover most clinically-related educational activities.

Please call the Nursing and Health Sciences Department at ext. 1410, to determine if there are additional requirements.

Intercollegiate Sports

Barons Athletics is a member of the National Junior College Athletic Association (NJCAA), which has over 500 member schools in 43 states. The NJCAA sponsors national championship events and selects All-American teams.

The NJCAA member colleges in New Jersey, Delaware, and eastern Pennsylvania make up Region XIX of the NJCAA. This organization holds post-season tournaments which are the stepping stones to the NJCAA national tournament.

Barons NJCAA Sponsored Programs:

Division I	Division II	Division III
Men's Soccer	Baseball	Men's Golf
Women's Soccer	Men's Basketball	Women's Golf
	Women's Basketball	
	Softball	

Athletic scholarships are offered in the Division I and II sports listed above. There are no scholarships in Division III sports.

For more information, call the Athletic Office at ext. 1493.

Participation on Athletic Teams – In order for students to participate in intercollegiate athletics in an NJCAA sport, they must:

1. Be a graduate of a high school with an academic diploma, general education diploma or state department of education approved high school equivalency test.
2. Be enrolled and in attendance for 12 credits or more during the semester(s) the sport is in season, within 15 days from the beginning of classes (there are some exceptions to this rule).
3. Have passed a physical examination.
4. Maintain an appropriate GPA as determined by the NJCAA and the college.
5. Show evidence of making satisfactory progress toward graduation as determined by the NJCAA.
6. Not have competed on a professional team.

Caution: Dropping a course may affect an athlete's eligibility to participate. Check with the Athletic Director before dropping any courses.

Note: There are many exceptions and variations to these regulations. See the Athletic Director if you have questions.

International Student Services

The Office of International Student Services oversees compliance and responsibility of financial support, academic progress, and immigration status with the United States Citizenship and Immigration Services through Student and Exchange Visitor Program (SEVP). The International Office coordinates programs and activities for international and foreign-born students to help provide a comfortable cultural adjustment period. The International Office staff provides academic advising while the Primary Designated School Official acts as liaison for United States Citizenship and Immigration Services and cross-cultural counselor.

The SEVP is a part of the National Security Investigations Division and acts as a bridge for government organizations that have an interest in information on non-immigrants whose primary reason for coming to the United States is to be students. On behalf of the Department of Homeland Security, SEVP manages schools, non-immigrant students in the F and M visa classifications and their dependents.

Services provided for international students include:

- Admissions
- ESL Placement Testing
- Academic Advising
- Employment verification
- Enrollment Verification
- Foreign Transcripts
- SSA/DMV/Banks/Contracts
- SEVIS/SEVP/USCIS Monitoring
- OPT/CPT
- Documents for Visa Renewal
- Transfer Documents (in/out of RCBC)
- Reinstatement
- Visa Renewal, Travel, and Re-entry

For more information, please visit rcbc.edu/international.

Intramurals and Recreation

Recreational activities are those that are informal in nature, while intramurals are more formally structured competitive activities. Rowan College at Burlington County offers a variety of both. If you need information about athletics, intramurals, recreational activities, or the use of the Physical Education facilities, please contact the Athletics Department at ext. 1435.

Library of Rowan College at Burlington County

RCBC's temporary library service center is located on the first floor of the TEC building on the Mount Laurel campus. It serves the information and research needs of RCBC students, faculty and staff. The library supports all RCBC programs, provides direct and indirect instruction including research and information literacy training and has full access to all RCBC library online resources. Until a new state-of-the-art Knowledge Commons Library opens in fall 2017, the temporary service center maintains an in-house collection critical for supporting RCBC programs and classes.

Materials from the college library's full collection can be requested through the public access catalog and are generally delivered within two business days. The library service center is also accessible to the community and provides free wireless internet access as well as fully equipped computers for student use. All RCBC students in credit courses receive a library card. All RCBC library users must register their library card to have full access to all services. Borrowers may easily renew online, by phone, or in-person. Call ext. 1482 or visit the website at rcbc.edu/library to renew your items.

The college will enforce fines for not complying with library regulations. A list of rules and fines can be found at rcbc.edu/library/lending-fees.

Library Holdings

There are over 25,000 items, both print and non-print (media), in the circulating, reference, reserve and special collections, including many current textbooks. These holdings are listed in the library's online catalog. The majority of the library's physical holdings will be housed at the Burlington County Library System's headquarters on Pioneer Boulevard in Westampton, NJ until Knowledge Commons/Library facility is completed, at which time materials will be transitioned back to campus. Additional resources, available from anywhere in the world, are provided via inter-library loan services. Electronic databases, most featuring full text documents, and a substantial e-book collection provide an ever-growing selection of scholarly and reference works and can be easily accessed by staff and students.

Electronic materials can be utilized off-campus, via the internet, using your RCBC library barcode and PIN. Online databases and e-books support many academic programs including psychology, nursing, education, and literature just to name a few. Off-campus access is particularly important for students in the college's Distance Education programs. The library also maintains special collections on specific topics such as the Professional Development collection for teaching professionals which includes books, DVDs and news journals for educators and the Burlington County Center for Social Justice and Holocaust Studies which includes select books and videos on social issues.

Thanks to an innovative partnership with the Burlington County Library System, the RCBC library locations serve the academic needs of Burlington County residents and can provide certain library services not available elsewhere, while at the same time working collaboratively to provide seamless borrowing privileges for most items between and among the county branch locations.

Materials borrowed from the RCBC library can be returned at other county branch locations and vice-versa. The library's catalog is merged with the BLInC (Burlington Libraries Information Consortium) system, to give users potential access to over one million items.

Items within the county system, including on- and off-campus holdings can be requested online and received at any participating branch location, including the RCBC library service center, usually within a few business days.

Other items within the region, state, country or around the world can be requested via inter-library loan. If your research should lead you to a book, an article or a journal that RCBC does not own, RCBC can borrow them for you to use at RCBC from almost any library in the world. This service is available at no cost to RCBC students and effectively multiplies our holdings to meet your academic needs.

LIFE – Learning Is For Everyone

The LIFE program is affiliated with Lifelong Learning through the Road Scholar Program. Each unit is an organization of retirement-age learners (age 50 or over) dedicated to meeting the educational needs and interests of its members through their own talents. For information call ext. 1499, visit rcbc.edu/life or email life@rcbc.edu.

NJ STARS

The NJ STARS program is a State funded, merit based scholarship opportunity available exclusively to New Jersey residents. NJ STARS eligible students can receive free tuition for 12-18 college level credits for up to five consecutive semesters. Students may be eligible if:

- They are identified in the top 15.0% at the end of their junior or senior year of high school.
- Complete a rigorous high school course of study.
- Display college readiness for English, Reading, and Math.
- Complete the FAFSA application and submit additional information for State aid by the state mandated deadlines each year with RCBC listed as the first choice college.

If you think you may be eligible, please contact us at NJSTARS@rcbc.edu.

Office of Information Technology

Rowan College at Burlington County's Office of Information Technology (OIT) maintains and monitors the use of its digital infrastructure resources, including, but not limited to: its computer hardware/software systems, peripherals, digital networks, and internet access. The college's network, website, email, telephone system, and WebAdvisor student portal are typically available 24 hours/day.

Upon enrolling at RCBC, a student is provided with a RCBC email account hosted by Google that serves as a primary means of communication with the college administrative offices and faculty. Additionally, each student is provided access to online student self-service systems consisting of both web and app based student account management software. Within the WebAdvisor web-based application, student planning and finance modules are available to plan out their academic program, including their semester course schedule, register and drop classes, and pay their invoice. Students can also view their schedule, advisement appointments, grades, and transcript within WebAdvisor. In addition, the college's EllucianGo mobile app can be used to access similar information via a smartphone.

All students and visitors are required to abide by Rowan College at Burlington County Board Policy 919 – Use of College Communication and Information Technology, in addition to all established digital infrastructure related procedures and regulations. Please refer to page 35 for details.

RCBC Network Resources – The RCBC OIT department also provides RCBC students access to the Internet via any of its many computer labs, library locations, or via its wireless network that is available from all RCBC campuses and buildings.

Student Help Desk – The Student Help Desk is available to assist RCBC students who are experiencing issues with logging in to their student email or WebAdvisor accounts. To view troubleshooting tips and tricks, or to submit an online Student Help Desk ticket, please visit rbc.edu/studenthelpdesk. If you are seeking in-person assistance, please visit Evans Hall or TEC, Room 107.

Student Computer Labs – See page 25 for more information about the computer labs at RCBC.

Office of Student Activities

Throughout the academic year, the Office of Student Activities hosts more than 100 events that enable students to experience cultural, recreational, leadership, social, and personal interest activities. This experience is gained by the opportunity for involvement in more than 25 student organizations, including major-related and interest-related clubs. Additional opportunities are available through service projects and campus events each semester. For information, please contact us by calling (856) 222-9311, ext. 2251.

Personal & Professional Development

Personal Development consists of non-credit programs which offer opportunities for personal growth through stimulating discussions and new experiences. Expand your knowledge or elevate your creativity with offerings in art, photography, culinary arts, language, recreational sports, personal health, fitness, music, and dance.

Professional Development programs offer an abundance of training opportunities from communicating effectively to using technology more productively in order to bring a higher level of success and performance. Participate in business seminars, health programs, computer courses, or online programs. For more information, please visit rbc.edu/personal-professional-development.

Public Notices/Use of Bulletin Boards

Any student wishing to post public notices associated with student clubs or activities must have them approved by the Office of Student Activities. Any student wishing to post public notices that are not associated with the college must have them approved by the Office of Strategic Marketing and Communications. Approved notices may only be placed on official bulletin boards. For more information, please visit rbc.edu/marketing-comm/literature-distribution.

Public Safety Department

The Public Safety Department will deliver emergency messages to students such as family illness or accidents by calling ext. 1100 at (609) 894-9311 (Pemberton), ext. 2100 at (856) 222-9311 (Mount Laurel), ext. 3100 at (609) 877-4520 (Willingboro), or ext. 4100 at (609) 267-5618 (Mount Holly).

ID Cards – The student ID card is your official college identification and must be carried at all times while on the college premises. Students must obtain an ID card to use college services such as the library, computer labs, Test Center, College Store, and PE Center. There will be a \$20 replacement fee for each additional card required. ID cards are issued seven days per week from 8 am to 10 pm. Your ID card must be validated each semester by visiting the RCBC Public Safety office nearest you and providing a copy of your current class schedule (electronic schedules are welcome).

Registration of Motor Vehicles – Faculty, staff, and students must register their vehicles with RCBC's Public Safety Department. You must show your state registration and a valid photo driver's license in order to receive your RCBC vehicle registration.

Should a student, faculty, or staff member need to temporarily park a vehicle on campus other than the vehicle registered with the RCBC Public Safety Department, the individual should notify the Public Safety Department.

Campus Emergency Messages and Alerts – RCBC sends emergency notices to students and staff through email, phone call and text messages. This system provides campus leaders and public safety professionals the ability to reach all students and staff with information and updates within minutes during unforeseen events or emergencies via phone calls, text messages, and emails. For more information, please visit rcbc.edu/publicsafety/emergency-messages.

Parking – No vehicles will be permitted to be parked on roadways, driveways, or grassy areas. Vehicles abandoned on college property will be towed at the owner's expense. Parking is prohibited on the college grounds from 11 pm to 6 am except for authorized vehicles. Parking spaces are provided for vehicles in the following designated parking areas listed:

Mount Laurel Campus Parking Lots

- Lot 1 – In front of the Science and Enterprise Center; students, visitors, employees and handicapped.
- Lot 2 – Adjacent to the Enterprise Center; visitors, employees, handicapped (permit required)
- Lot 3 – Adjacent to the Technology & Engineering Building; students, employees and handicapped.
- Lot 4 – In front of the Technology Building; students and handicapped.
- Lot 5 – Between the Technology and Laurel Hall buildings; students, visitors and handicapped.

Mount Laurel Campus Parking Lots, *continued*

- Lot 6 – In front of Laurel Hall; visitors, students and handicapped.
- Lot 7 – Between Laurel Hall and the Central Energy Plant (CEP); employees and handicapped.
- Lot 8 – Between the CEP and Evans Hall; students, visitors, employees and handicapped.
- Lot 9 – In front of Evans Hall; students and handicapped
- Lot 10 – Gravel lot (located on Briggs Rd); students and employees
- Lot 11 – Briggs Road; students and employees

Pemberton Campus Parking Lots

- Lot 1 – Along Academic Drive, adjacent to William K. McDaniel Integrated Learning Resource Center; students, staff, faculty, handicapped and visitors.
- Lot 2 – Along Academic Drive in front of William K. McDaniel Integrated Learning Resource Center; handicapped, Public Safety and Maintenance.
- Lot 3 – Along Academic Drive between Parker and Academic Centers; executives, visitors and handicapped.
- Lot 4 – Along Academic Drive opposite Parker Center; students and cycles.
- Lot 5 – Circle, adjacent to Parker Center; special area for handicapped students.
- Lot 6 – Along Academic Drive toward Pemberton Browns Mills Road; students and cycles.
- Lot 7 – On hill between East Campus and Parker Center; staff, faculty, LIFE members and handicapped.
- Lot 8 – Adjacent to East Campus on William K. McDaniel Drive; students and visitors.
- Lot 9 – Adjacent to East Campus on William K. McDaniel Drive; students and visitors.
- Lot 10 – Adjacent to 800 Building; students, staff, faculty and handicapped.
- Lot 12 – Adjacent to the PE Center; students, staff, faculty, handicapped and cycles.
- Receiving Area – college-owned vehicles, visiting contractors, 15-minute loading and unloading only.

Willingboro Center Parking Lot – The parking lot south of the Willingboro Center.

Mount Holly Center Parking Lot – The municipal parking lot on Paxson Street off of Mill Street east of the Mount Holly Center.

NOTE: Students, staff and faculty are NOT visitors and are not permitted to park in spots designated for visitors.

Violations and Fines

Parking and traffic regulations will be enforced on campus. A complete list of fines and penalties can be found at rbc.edu/publicsafety/violations. Failure to pay fines or appeal in a timely manner will preclude students from registering for future classes until the fines are paid. The Vice President of Enrollment Management and Student Success may refer cases involving students to the Student Conduct Committee for action.

Appeals of Violations

Appeal forms are available at rbc.edu/conduct.

1. All appeals must be in writing.
2. Students, faculty, and staff who receive violation notices and feel they are not justified may direct their appeal to the College Appeals Committee. The appeal must be made within five days of the date of issuance of the summons.
3. Decision of the College Appeals Committee may be appealed directly to the president within two days for final disposition.

Regulations and Information – No students or personnel will be permitted in college buildings after 11 pm or before 6 am, except when official college functions take place.

Personal Property – The college will not assume responsibility for the loss, theft, or damage of student, staff member, or visitor personal property brought on campus. If loss, theft, or damage does occur, notify the Public Safety Office immediately.

Motor Vehicle Accidents – The majority of motor vehicle accidents occur due to excessive speed and inattentive driving. Speed limits on campus will be enforced by college Public Safety, state and local police. There is no passing on campus. All speed limits are posted.

Theft/Criminal Mischief – Theft and criminal mischief are crimes. All reports of theft or criminal mischief may be forwarded to the appropriate law enforcement agency and/or the Department of Public Safety who may refer cases involving students to the Student Conduct Committee for action.

In compliance with Administrative Procedure 903, the following is provided for your information:

Handicapped Parking Privileges – Special parking privileges are extended to handicapped members of the college community who verify the need for special consideration in this regard.

1. A properly executed “Request for Special Vehicle Registration Permit” form must be filed with the Public Safety Office with proper medical verification of the disability.
2. Proper medical verification shall be a letter from a certified physician on official stationery stating the nature of the disability, whether the disability is permanent or temporary, and if temporary, the anticipated duration of the disability.
3. Ailments, permanent or temporary, which are considered grounds for requesting the special permit with medical verification include:
 - a. obvious foot, leg, or back injuries requiring braces
 - b. recuperation periods after operation or serious illness
 - c. serious hypertension

New Jersey Vehicles and Traffic Regulations – To protect the rights of all users of the college’s facilities, Rowan College at Burlington County has found it necessary for its Public Safety Department to contact local police departments to enforce Title 39, Vehicle and Traffic Regulations, when certain violations are committed on college roadways and parking lots.

Campus Call Boxes – In order to enhance safety for members of the RCBC community, the Public Safety Department has installed call boxes in parking lots on both RCBC campuses. Call boxes are strategically located in parking areas to assist students, staff, faculty, and visitors with jump starts, lock outs, and any emergencies that may arise. When assistance is needed, please follow the instructions on the front cover of the call box. All on-duty Public Safety officers monitor the call boxes and the accompanying closed circuit TV cameras in use on the Mount Laurel and Pemberton campuses.

Radio Station

Rowan College at Burlington County offers a festival of music on your radio through its radio station, Z889 WBZC-FM, heard throughout the Burlington County, Philadelphia, and Jersey Shore area on 88.9FM, into Bristol and Trenton on 95.1FM, and on the internet at z889.org. With a range of student and community deejays, Z889 provides a diverse mix of college programming and specialty shows such as authentic New Jersey Pinelands bluegrass, Reggae, Alternative, Classic Rock, Jambands, EDM, local music and more. Z889 also provides Burlington County High School Sports coverage, local business sponsorship opportunities, and RCBC announcement updates. To contact the Radio Station, please call (856) 222-9311, ext. 1784.

Recycling

RCBC encourages students, employees, and other members of the college community to recycle paper, glass, metal, and plastic bottles. Recycling containers are located throughout RCBC locations.

Retired and Senior Volunteer Program (RSVP)

The Retired and Senior Volunteer Program (RSVP), sponsored by RCBC, gives back over \$500,000 in services to Burlington County residents each year. This program provides opportunities for adults (ages 55 and above) to develop a recognized role in the community and a meaningful life in retirement through significant volunteer services. For information call ext. 1498, consult rcbc.edu/rsvp or email rsvpoff@rcbc.edu.

Services for Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and the ADA Amendments Act, the Student Support Services Office's mission is to ensure all students with disabilities are provided access to educational and extracurricular activities while on college premises through support in the form of reasonable accommodations such as adaptive technology, counseling, note-taking assistance, and American Sign Language interpreters. Students who have disabilities must self-identify, provide documentation of disability(ies), attend an intake appointment, and sign a Disability Release Form (rcbc.edu/studentssupport) prior to the start of the semester to ensure reasonable accommodations. For more information please contact the Office of Student Support at ext. 1208.

Copies of the Dispute Resolution for Students with Disabilities is available from Stacy Jankiewicz, Title IX and Section 504 Coordinator, by calling her at ext. 1523.

Snow Closing Information

In the event of inclement weather, an announcement will be posted on the college website: rcbc.edu, social media channels, and broadcast on WBZC 88.9 FM, local TV, and radio station. Students will be notified through college's mass communication system. For more information on college closure information, please visit rcbc.edu/closure-dates.

Student Areas on Campus

There are various areas on campus where students can congregate for social interaction. These areas include:

Student Lounges – There are a number of lounge areas situated throughout college buildings. All activities in lounges must be requested through the Office of Student Activities.

At the Mount Laurel Campus there are several student lounges and study lounges with vending areas. The Pemberton Campus Parker Center Lounge includes a television for the enjoyment of our students.

Cafeteria – The Mount Laurel Campus cafeteria is located on the first floor of the Technology and Engineering Center (TEC). The Pemberton Campus cafeteria is located in the lower level of the Parker Center. The cafeteria is a main gathering place for students. It is a self-busing area and your cooperation is requested in keeping it clean.

Student Art Gallery

The RCBC Student Art Gallery, located in the heart of Mount Holly's Historic Downtown District, serves as a showcase to display and sell original works of art. Themed shows featuring art created by students, college employees, community, and professional artists are hosted throughout the year. Exhibits exclusive to RCBC students give the opportunity for recognition of all art mediums twice a year. For more information, please visit rcbc.edu/studentgallery or email artgallery@rcbc.edu.

Student Gallery Hours: Wednesday and Thursday, 11 am – 2 pm; Friday, 3:30 – 7 pm; and the second Saturday of each month, 11 am – 2 pm.

Student Clubs and Organizations

In order for a club or organization to be officially recognized, students must follow the procedure for recognition developed by the Office of Student Activities and the Student Government Association. Packets for recognition are available in the Office of Student Activities, TEC 107 on the Mount Laurel campus, or Parker 126 in Pemberton.

Recognition allows funding for events and the use of a variety of college facilities. All clubs, in addition to adhering to the stated purpose of the group, are involved in campus service projects. Clubs bring to the college a variety of events including but not limited to speakers, films, and entertainers. A list of current clubs and organizations can be viewed via the Student Activities online engagement system, OrgSync, at rbc.edu/orgsync. New groups are always being formed. Current recognized student organizations include:

Ambassadors	Graphic Designers Guild
American Sign Language (ASL) Club	Human Services Club
Art Club	International Club
Bodies N' Motion Dance Club	Lamplight Players Theater Club
Business Club	Mu Alpha Theta
Campus Crusade for Christ	Multicultural Student Union
Cheerleading Club	Music Club
Chi Pi Psi	NJ STARs Club
College Republicans	Paralegal Student Association
Creative Writers Guild	Philosophy Club
Criminal Justice Club	Phi Theta Kappa (Chi Iota Chapter)
Dental Hygiene Club	Photography Guild
Diagnostic Medical Sonography (DMS) Club	Psychology Club
Education Club	Quidditch Club
Educational Opportunity Fund (EOF) Club	Radiography Club
Environmental Club	Sober Activities Club
Fashion Design Club	Student Nurses Association
Gamers Club	Veterans Club
GLASS: Gay, Lesbian, and Straight Supporters	

Student Computer Labs

Rowan College at Burlington County's Office of Information Technology (OIT) maintains open computer labs for students to use. Computer labs are located on the Mount Laurel Campus, Laurel Hall 133; Pemberton Campus, Parker Center 332 and 408; and Willingboro Center, 222. For more information or to check computer lab hours, please visit rcbc.edu/computer-labs.

Student Government Association

Student Government is composed of a group of active students involved in representing the interests of the Associated Students of RCBC on college governance committees and programs. Participation allows a student to work cooperatively with fellow students, faculty, staff, and administration. The RCBC Student Government is composed of the following branches: Executive Board, Programming Board and Student Senate.

Student Participation in College Governance

Students have opportunities to participate in the college decision-making process through the Student Government Association and Student Senate. Please contact call (856) 222-9311, ext. 2251 for details on how you can participate.

Test Center

The Test Center offers a variety of quality assessment services. The following testing services are provided:

- Accuplacer Placement Testing
- Castle Worldwide Testing Services
- Comira Testing Services
- The College Board: ACCUPLACER™ Online (Placement)
- The College Board: College Level Examination Program® (CLEP)
- Course and Special Tests
- ETS: ParaPro Assessment
- ETS: Praxis Series
- ETS: Success Navigator
- ETS: TOEFL
- External Degree Proctored Tests
- Health Education Systems Inc Admissions Assessment (HESI A2)
- National Institute for Certification in Engineering Technologies (NICET)
- Nursing Entrance Test (TEAS)

The Test Centers are located in the TEC Building, Mount Laurel Campus, Room 219, Placement and Challenge Testing in Evans Hall, and Lewis Parker Building, Pemberton Campus, Room 428. Visit rcbc.edu/testcenter for more information.

Transfer

RCBC has a long history of providing opportunities for students to successfully transfer to four-year schools in order to continue their education.

From the quality of RCBC's outstanding faculty and academic programs, and the college's many Guaranteed Transfer and Articulation agreements, to the personalized delivery of transfer advising and information services, RCBC makes successful transfer to four-year schools an important part of the college's mission.

The RCBC Transfer Center, located in Evans Hall, Room 172B on the Mount Laurel campus, is designed to provide comprehensive information and services to students seeking to transfer to four-year colleges and universities. Appointments are available during business hours.

RCBC has formal transfer agreements with more than 30 colleges and universities and the list of schools continues to expand each year. Visit rcbc.edu/transfer or call ext. 2737 for more information on RCBC transfer agreements.

Transportation to RCBC

Public transportation to the Mount Laurel and Pemberton campus are available through New Jersey Transit (NJT Bus Route 317) and Burlink. For more information on available bus services to RCBC, please visit rcbc.edu/public-transportation.

Tutoring

The college offers free tutoring for all currently enrolled students. The Tutoring Center is located in the TEC building, Room 217, on the Mount Laurel campus, and in the Lewis Parker Center, Room 126 on the Pemberton campus. By appointment tutoring is offered at the Willingboro and Mount Holly Centers. Please visit rcbc.edu/tutoring or call ext. 2096 or 1495 for assistance.

Veterans Services

Military Education & Veterans Services – Tuition assistance, registration, schedule changes, and new enrollment information are available through Joint Base MDL Ed Center and the Mount Laurel campus. Hours can be found at rcbc.edu/vets. It is important to keep the Military Education & Veterans Services (MEVS) team posted on changes to your schedule. Failure to report changes could result in a debt or repayment to tuition assistance. *NOTE: Students using tuition assistance are not de-registered for lack of payment. Students who want to be dropped from a course MUST drop the course manually in accordance with existing RCBC policies.*

Students attending Rowan College at Burlington County who have served in the military may be entitled to educational benefits. The MEVS department has trained military education and veteran's benefits specialists to help students through the application and benefits process. Any person who has served in the US military and was discharged with other than a dishonorable discharge may qualify for educational benefits and are encouraged to check with the MEVS Department on the Pemberton campus, or by appointment at any location. Visit rcbc.edu/vets for up-to-date information.

Military/Veteran Benefits–Absenteeism – Excessive absenteeism could result in benefits being decreased, terminated, or recouped. This office is kept informed of attendance records and will take whatever action is appropriate to prevent overpayment or initiate prompt recoupment of overpayment. Changes are reported to the responsible agency (VA/TA) as of the date the veteran last attended.

If you anticipate being absent from classes, notify your instructor to discuss the situation. It may prevent an excessive absence report from being initiated.

Volunteer Center

The Volunteer Center of Burlington County is a nonprofit volunteer organization that provides and promotes volunteer opportunities, programs and services to meet community needs. For information call ext. 1492 or email us at volcenter@hotmail.com. Visit volunteercenterburlingtoncounty.org for more information.

Workforce Development Institute

Rowan College at Burlington County's Workforce Development Institute combines all of the workforce development resources of county agencies and its educational institutions into one powerful unit.

With input from local employers, the institute provides job seekers and businesses with the relevant training and education they need to meet the evolving challenges of the modern workforce. It is quickly becoming a national model for workforce development. To learn more visit rcbc.edu/workforce.

CHAPTER 3: COMMUNITY POLICIES AND STUDENT RIGHTS & RESPONSIBILITIES

COMMUNITY POLICIES

Campus Public Safety

Rowan College at Burlington County complies with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))*. Students, faculty, staff, and visitors are encouraged to read the college's Annual Security Report which can be accessed at rcbc.edu/publicsafety/annual-clery-report.

Campus Emergency Messages and Alerts

RCBC sends emergency notices to students and staff through email, phone call and text messages. This system provides campus leaders and public safety professionals the ability to reach all students and staff with information and updates within minutes during unforeseen events or emergencies via phone calls, text messages, and emails. For more information, please visit rcbc.edu/publicsafety/emergency-messages.

Harassment, Anti-Discrimination, Equal Opportunity, Non-Retaliation, Whistleblower, and Complaint and Reporting Purpose and Application

By virtue of the following statement: This policy, and the Complaint and Reporting Procedure that follows, applies to all employees and non-employees. This policy prohibits employees and non-employees from engaging in or encouraging unlawful discrimination or harassment of college employees and students in violation of this policy.

This policy applies to all students as well as employees.

The following policies are designed to acquaint you with the equal opportunity employment, anti-discrimination and anti-harassment (including sexual harassment), antiretaliation policies, as well as its complaint and reporting procedure. As with all college policies, employees are required to read and comply with these policies. By their very nature, policies are general in nature and cannot be all encompassing nor address all possible situations. For this reason, if you have any questions concerning any the following policies or any other college policy, contact the Executive Director of Human Resources and Administration.

Key Contacts

The following policies identify certain individuals by that person's official title. For convenience, a list of "Key Contacts" is attached which further identifies each individual presently holding each job title specified along with their contact information. You should also check the most recent copy of the college's directory in the event of a personnel change. Otherwise, the college will inform you of such changes as necessary.

Protected Class Defined

From time to time within this document, as well as others, reference may be made to "protected class" which means an individual's race, color, sex, religion, creed, national origin, ancestry, affectional and sexual orientation, gender identity or expression, political, domestic partnership, civil union or marital status, atypical hereditary or cellular blood trait, genetic information, citizenship, veteran status, age, physical or mental disability, or other basis, characteristic or trait protected by federal or state law. Please note, to the extent any Federal and/or State law identifies additional protected classes, it is the college's intent that its policies be read and applied as incorporating those protected classes as well.

Equal Employment Opportunity (EEO) Policy

Rowan College at Burlington County ("RCBC" or the "college") is an Equal Opportunity Employer (EOE). The college does not discriminate in matters of hiring, promotion, transfer, discharge, pay, fringe benefits, terms, conditions, or other matters of employment on the basis of a person's protected class or other basis, characteristic or trait prohibited by law ("protected class"), except where such considerations are bona fide occupational qualifications or are otherwise permitted by law. Additionally, the college does not discriminate based upon association with a member of a protected class. Regardless of when or where it takes place, if you have a good faith belief that you have, or another individual has, been subjected to unlawful discrimination, harassment, or unfair treatment, please use the Compliant and Reporting Procedure detailed below. If you learn that a vendor, contractor, student, or other non-employee believes they have been subjected to discriminatory or unlawful treatment by the college or its employees, please promptly report the matter in accordance with the Complaint Reporting Procedure detailed below. All RCBC employees share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employee involved in unlawful discrimination or harassment will be subject to corrective action up to and including termination.

Disabilities and the College

The college complies with all applicable provisions of the Americans with Disabilities Act (ADA), and State laws governing disability discrimination and will not discriminate against any qualified employee, job applicant, client, consumer, vendor, contractor, or other non-employee with respect to any terms, privileges, or conditions of employment or contract because of a person's physical or mental disability. The college will also reasonably accommodate a person with a disability, provided that the individual is otherwise qualified to safely perform the essential duties and assignments required for the

job and provided that any accommodation does not impose an undue hardship on the college. Regardless of when or where it takes place, if you believe you have been subjected to, or become aware of another individual who has been subjected to, discrimination or unlawful harassment based upon that person's disability please promptly report it by following the Complaint and Reporting Procedure detailed below.

Please immediately direct all other disability related issues or inquiries to the Vice President of Human Resources. In the event your supervisor is not available, contact another supervisor. This includes any matter involving a request or need for an accommodation in order to complete the application process, perform one's job duties, obtain access to any of the college's facilities or similar issues. Please understand that these types of matters can involve many legal complexities and therefore, employees are not authorized to make any statement, comment or attempt to address the matter. Instead, you must promptly refer it to the Vice President of Administration who shall assess and direct all action deemed appropriate.

All college employees share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone. Any employee, including managers and supervisors, involved in unlawful discrimination will be subject to corrective action up to and including termination.

Anti-Discrimination & Anti-Harassment Policy (including Sexual Harassment)

The college does not tolerate any form of unlawful discrimination or harassment in the workplace because of a person's protected class (defined above). Additionally, the college does not tolerate unlawful discrimination or harassment based upon an individual's association with a member of a protected class. The college expects all RCBC employees, college officials, department heads, supervisors, to treat other individuals including other employees, as well as students, volunteers, guests, vendors, suppliers, contractors, other non-employees and others not directly connected with the college (collectively referred to as "non-employees") with respect and courtesy, both in their speech and in their conduct. Likewise, the college expects all non-employees to treat our employees with respect and courtesy in their speech and conduct. Please note, a determination that a particular matter does not equate with unlawful harassment or discrimination does not foreclose disciplinary action, up to and including discharge, based on the same events.

If any employee of the college forms a good faith belief that he or she is the victim of unlawful discrimination or harassment by another employee or by a person not employed by the college or if an employee learns of unlawful harassment or discriminatory treatment of another, the college strongly encourages the employee to report the matter to their supervisor, their Department Head, Division Director, the appropriate Affirmative Action Officer, or the Executive Director of Human Resources and Administration, as soon as possible in accordance with the Complaint and Reporting Procedure provided below. The college strongly encourages its employees to promptly report any harassment, threats or acts of intimidation experienced or witnessed on or off its premises which is connected to the college. All complaints will be investigated to the extent warranted, and all employees contacted are expected to cooperate in the investigation. Similarly, during the course of or in connection with their employment

by the college, employees are prohibited from engaging in unlawful discrimination or harassment against nonemployees. This policy applies to all incidents of unlawful harassment or discrimination including instances which occur off premises or off-hours. As noted above, while the college may conclude that reported conduct is not “unlawful,” the employee may nonetheless be subject to discipline.

Discussed below are a few examples of the type of conduct prohibited by the college. Unlawful harassment or discrimination includes:

1. Unwelcome sexual advances: Unwelcome sexual advances mean and include any type of request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, directed at an employee because of that person’s sex, sexual or affectional orientation, gender identity or expression, or sexual preference especially where and if the following are also involved:
 - submission to such conduct is made either explicitly or implicitly a term of condition of employment; or
 - submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or
 - such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
 - sexual harassment can include harassment between individuals of the same gender.
 - sexual harassment 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; display of sexually suggestive objects or pictures.
2. Unlawful discrimination, including but not limited to unlawful harassment, includes a wide range of obvious and subtle comments and conduct. Depending on the circumstances, it may include, but is not limited to, comments, jokes, insults, slurs, derogatory statements, drawings, pictures or cartoons, innuendoes, other statements or conduct directed at or treatment of another based upon their protected class status or association with a member of a protected class. Unlawful harassment can be verbal or written.

This policy, and the Complaint and Reporting Procedure that follows, applies to all employees and non-employees. This policy prohibits employees and non-employees from engaging in or encouraging unlawful discrimination or harassment of college employees and students in violation of this policy.

All employees of the college share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone. Any employees involved in unlawful discrimination will be subject to corrective action up to and including termination.

Anti-Retaliation

No person who reports unlawful harassment, discrimination, retaliation or other unlawful conduct, or who furnishes information or testimony with respect to the occurrence of such matters, shall be subject to retaliation in any form from the college, college officials, division directors, department heads, supervisors, employees, volunteers or other non-employees. Regardless of when or where it takes place, if you have a good faith reasonable belief that you have been subjected to, or become aware of another individual who has been subjected to, retaliation in violation of this policy, the college urges you to promptly report it directly to the Executive Director of Human Resources and Administration or the College President.

Retaliation can take different forms including, but not limited to, discouraging the making, filing, pursuit, or participation in an investigation of a complaint made to the college or a Federal or State agency, as well as written or oral statements, conduct, threats of harm or intimidation, or other behavior which negatively effects a person's work environment, pay, or other terms, conditions or privileges with the college. If an employee or non-employee makes a complaint about you, do not take any action or otherwise engage that individual with respect to their complaint.

Instead, allow the college to address the matter in order to avoid another issue or dispute from arising. The college forbids any form of retaliation against an employee or nonemployee for making a complaint. All college employees share in the responsibility for assuring that by their personal actions the college's policies are effective and apply uniformly to everyone. Accordingly, any college officials, division directors, department heads, supervisors, employees, volunteers, or students involved in retaliation will be subject to corrective action up to and including termination. The college will likewise take appropriate action for retaliatory acts committed by outsiders which are directed at a college employee or student.

Complaint & Reporting Procedure

This complaint and reporting procedure applies to all employee or non-employee complaints or reports of improper conduct involving unlawful discrimination, harassment, retaliation, threats of harm, or intimidation or other matters involving the college. As with all college policies, if you are uncertain or unclear regarding any aspect of the Complaint & Reporting Procedure, or have any other questions, contact the Executive Director of Human Resources and Administration.

For instances involving you personally, the college encourages you to communicate directly with the alleged wrongdoer, and make it clear that his/her behavior is unacceptable, but you are not required to do so.

In all instances, anyone who feels that he or she is a victim of, witnesses or wishes to report any of the conduct identified within the college's EEO or Anti-Discrimination & Anti-Harassment Policies, by any employee or a non-employee, the employee should bring the matter to the immediate attention of his/her supervisor. If that would prove to be uncomfortable, or in the event the alleged perpetrator is your supervisor, you may bring your complaint to your Department Head or Division Director, the appropriate Affirmative Action Officer or the Executive Director of Human Resources and Administration. If your complaint or report concerns retaliation or a violation of the college's Whistle Blower Policy then promptly report it directly to the Executive Director of Human Resources and Administration or College President.

Every effort will be made to promptly investigate all allegations of unlawful discrimination, harassment or retaliation as confidentially as possible and to take appropriate corrective action, if warranted. This is not a guarantee that all matters will remain confidential as to all persons at all times.

Any employee who is determined, after an investigation, to have engaged in conduct which violates this or another college policy will be subject to appropriate disciplinary action, up to and including discharge.

Whistle Blower Policy

The college is dedicated to its obligations under Federal and State laws and will not tolerate retaliatory action or reprisal (e.g. demotion, suspension, termination, or other retaliatory action) against an employee who refuses to participate in unlawful or unethical activity, discloses unlawful activity or reports acts of discrimination or unlawful harassment.

Among other things, the college does not allow retaliation or reprisal against an employee based upon the following:

- The employee discloses or threatens to disclose to a supervisor or to a public body an activity, policy or college that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- The employee provides information to, or testifies before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- The employee objects to, or refuses to participate in any activity, policy, or college that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

If you have a complaint of this nature, questions or desire further information please promptly contact the college's Executive Director of Human Resources and Administration or the College President. Employees are encouraged to raise any issues or conduct they perceive to be improper.

All complaints will be taken seriously and promptly investigated. Adopted March 15, 2011 (912, 914, 916 Repealed)

Immunization Policy

The State of New Jersey requires that all full time (12 or more credits), degree seeking students, who did not attend a New Jersey high school, provide proof of immunization against measles, mumps, rubella, and hepatitis B. Proof of immunizations should be certified by a health care provider, utilizing the “Certificate of Immunization” form, which can be found at rcbc.edu, under Admissions Forms. Students who have attended a New Jersey high school must submit official transcripts to the Office of Admissions, 900 College Circle, Mt Laurel, NJ 08054, in order to be exempt from this requirement.

Students who are exempt from the immunization requirements on grounds of medical contraindication, religious reasons, or age (students born before 1957 are exempt from the MMR requirement only), should submit the “Certificate of Immunization” form indicating the type of exemption, along with supporting documentation as required. Students may be admitted and enrolled on a provisional basis for their first term if required immunization documentation is not available at the time of registration. If you have any questions regarding the regulations, please contact the Office of Admissions at ext. 1200.

Internet and Other Computer Use

Use of RCBC Digital Infrastructure Resources

Rowan College at Burlington County maintains and monitors the use of its digital infrastructure resources, including, but not limited to: its computer hardware, software, systems, peripherals, digital networks, and Internet access.

All students and visitors are required to abide by Rowan College at Burlington County Board Policy 919 – Use of College Communication and Information Technology, in addition to all established digital infrastructure related procedures and regulations. Willful damage to, intentional interruption of service, unauthorized access, or misuse of RCBC digital infrastructure resources will be considered a violation of the RCBC Student Code of Conduct. Criminal prosecution may also result.

Prohibition of Unauthorized Distribution of Copyrighted Material

The use of RCBC's digital infrastructure resources is prohibited for the purpose of unauthorized distribution, such as through peer-to-peer network technologies, of copyrighted material (e.g., audio including music, video, computer programs, etc.). Violations may subject students to the College's Student Code of Conduct Policy sanctions, as well as applicable federal and state civil and criminal penalties.

Policy 919 adopted by the RCBC Board of Trustees October 22, 2008 (superseding the policy of June 17, 1998)

This policy sets forth the guidelines of the college for the use of communication and information technology including:

1. The use of the college computer network and non-networked computers, electronic mail, voice mail, telephone systems, and other communication and technology systems and tools;
2. The use of the Internet, Intranet, World Wide Web, and similar forms of technology when utilizing college resources to access them.

The college maintains communication and technology systems that enable members of the college community to meet educational needs and to conduct the administration and business of the college by gaining access to communication and information resources and to provide a system for processing information.

Access to communication and technology resources is a privilege to which all members of the college community whose studies and/or work requires it are entitled. However, such individuals are required to utilize these resources in accordance with college guidelines.

Conformance with Legal Requirements and Respect of Rights of Others

The college requires all members of the college community to comply with all laws, regulations, policies, procedures, and guidelines pertaining to communication and information technology including the need to respect the rights of others. Moreover, the college reserves all legal rights to review all communications which utilize college resources.

Use of Communication Systems and Information Technology

Communication systems and information technology may be used for purposes related to academic studies, the conduct of official college business, and other activities sanctioned by the college.

Violations of Policy and Guidelines

All users of the college communication and information technology systems must accept a user's agreement which states that they understand and agree to abide by all applicable laws, regulations, policies, procedures, and guidelines and acknowledge that failure to do so can result in disciplinary action.

Bill of Rights

This policy has been developed in compliance with a directive from the New Jersey Commissioner of Higher Education implementing the provisions of Chapter 160 of the Public Laws of 1994.

The college is committed to creating and maintaining an environment which is free from violence, sexual assault, and non-consensual sexual contact. Accordingly, and as required by law, the college adopts as policy and directs the implementation of the Campus Sexual Assault Victim's Bill of Rights promulgated by the Commission on Higher Education.

Sanctions Against Violators

The college will not tolerate sexual assault or non-consensual sexual contact in any form. Any individual charged with sexual assault or non-consensual sexual contact can and will be prosecuted under applicable New Jersey criminal statutes. College employees charged with such conduct are subject to prosecution, and are also subject to disciplinary action under applicable college policy (e.g., Employee Code of Conduct, Civility Policy, etc.) or applicable collective bargaining provisions. Students charged with violations are subject to disciplinary action under the Rowan College at Burlington County Code of Student Conduct.

Responsibility for Implementation

While the President of the College has overall responsibility for the implementation of this Policy, operational responsibility including but not limited to the development, dissemination, and the execution of the Campus Sexual Assault Victim's Bill of Rights, relevant procedures, and services is delegated to the Dean of Student Services.

Adopted April 26, 2011

Smoking Prohibited on College Premises

Policy 604 adopted by the RCBC Board of Trustees March 11, 2014 (superseding the policy of April 18, 2007)

Introduction

1. Smoking on college property by any person at any time anywhere is strictly prohibited. College property includes all college vehicles as well as real estate owned by the college.
2. Rowan College at Burlington County recognizes the health hazards associated with smoking. These health hazards can have serious implications both for the smoker and the non-smoker. Enactment of this policy will promote the health and welfare of all individuals on campus and enhance the comfort of non-smokers, particularly those with health conditions aggravated by exposure to smoking.
3. The effect of this Policy is to prohibit smoking not only in all buildings but also on all areas of college property. This means that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

“Smoking” Defined

For purposes of this policy, “smoking” is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, and electronic cigarettes or any product that simulates the act of smoking.

Legal Authority

This policy has been enacted in accordance with the provisions of Chapter 383, Public Laws of 2005, and codified in N.J.S.A 26:3D-55 et seq.

Sanctions Against Violators

Any employee who violates this policy shall be subject to appropriate disciplinary action. Any student who violates the policy shall be subject to disciplinary measures in accordance with the provisions of the Student Code of Conduct. Other individuals, including visitors to the college, who violate this policy, may be asked to leave the college property. All violators are also subject to sanctions provided by applicable laws and regulations.

Signage

Signs designating Rowan College at Burlington County a smoke-free campus will be posted. Additionally, signs requesting individuals to extinguish their smoking materials prior to exiting vehicles will be placed in each parking lot. This policy will also be placed in the College Catalog, Student Handbook, and other selected publications.

Substance Abuse Policy

Rowan College at Burlington County is committed to providing its employees, students and guests with an environment that is conducive to the achievement of work and academic goals. Moreover, the college is required to comply with the Drug Free Workplace Act of 1988, 41 U.S.C., Section 701, et. and the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and 34 CFR Part 86, as well as other relevant substance abuse laws. Therefore, the college has adopted the following policy regarding the use of drugs and alcohol by college students and employees and other individuals on the college campuses, in college facilities, and in college vehicles.

Use of Alcohol

Except at specific functions approved by the college, the use, possession, or sale of alcoholic beverages by any individuals on the college campuses in college facilities, and in college vehicles is strictly forbidden. It is also strictly forbidden for any individual to be under the influence of alcoholic beverages while engaged in college-related activities, or while on the college campuses, in college facilities, and in college vehicles. When authorized by the college, the use of alcoholic beverages at college functions shall be in strict accordance with local, state, and federal regulations.

Use of Drugs

The manufacture, use, possession, sale, distribution, or being under the influence of illegal narcotics, chemicals, psychedelic drugs, or other controlled substances by an individual engaged in college-related activities or while on the college campuses, in college facilities, and in college vehicles is strictly forbidden. Similarly, the unprescribed, illegal, or abusive use of prescription or over-the-counter drugs or narcotics is strictly forbidden.

Sanctions

Persons violating this Policy will be subject to all applicable civil and criminal penalties. Violations of local ordinances or of state or federal laws regarding alcohol or controlled dangerous substances by members of the college community, if they are of a serious nature, may entail college disciplinary action regardless of where such violations occur. When appropriate, the college will apply progressive discipline and depending on the particular circumstances, continued association with the college by violators of this policy may be made contingent upon satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

In addition to the above sanctions, violators of this policy may also be subject to forfeiture of public employment under State Forfeiture of Public Office laws and/or loss of grant or other financial aid. For more information regarding local, state, and federal regulations and applicable sanctions, contact the Personnel Department or the Office of the Dean of Student Services.

Education

The college shall provide an awareness program to educate students, faculty, and staff to the dangers of drug and alcohol abuse and to enable administrators, supervisors, and faculty to identify persons who may be in need of assistance and refer them for evaluation and treatment. (June 2011)

STUDENT RIGHTS & RESPONSIBILITIES

Civility on Campus Policy

Rowan College at Burlington County was founded in the belief that learning is a lifelong activity, and that education can improve the quality of life for individuals and society. The college provides educational and employment opportunities at various sites, including its main campus.

Rowan College at Burlington County is a community of individuals. As such, we must always strive to recognize the dignity and worth of each member of our community. It is, therefore, the policy of the college that each individual, regardless of status (student, administrator, support staff, or faculty member) must treat every other individual, irrespective of status, rank, title or position, with dignity and respect.

It will be a violation of the policy for any individual or group of individuals to engage in any of the following types of behavior:

1. Any action or activity violative of the College's Racial/Ethnic or Sexual Harassment Policies;
2. Use of foul, abusive, or demeaning language (written or verbal) or obscene gestures directed toward another (either as a group or an individual);
3. Initiating and/or participating in false or malicious rumors about any member of the community;
4. Any verbal or physical assault that has the intent or effect of causing an apprehension of fear in another or otherwise creates or promotes a hostile environment;
5. Knowingly or recklessly interfering with any member of the community in the normal performance of her/his assigned duties (e.g. interfering, directly or indirectly, with security and safety officers in the execution of their activities);
6. Deliberately filing a false and malicious complaint under this or the college harassment policies (filing a valid complaint, albeit one which does not identify action that would constitute harassment, is not violative of this policy);
7. Engaging in any activity intended to interfere with or retaliate against an individual who has filed a complaint under this or either harassment policy;
8. Any activity or conduct not previously mentioned, engaged in by any individual or group of individuals, that has the intent or effect of creating a hostile or intimidating environment.

The above identified behaviors are merely suggestive of the type of conduct that would violate this policy. The aforementioned are not intended to be inclusive and any other behavior, action or conduct that impedes, interferes or frustrates the efficiency or productivity of the work and/or academic environment of the college are prohibited.

It is not the intention of the college to interfere with, impede, frustrate, or subvert any individual's constitutional or statutory right. Rather, it is the intent of the college to promote and foster an atmosphere and environment conducive to the academic mission of the school.

Children On Campus

The college does not allow students to bring their children to class.

Code of Conduct

A. Purpose

The purpose of this Code of Conduct is to protect Rowan College at Burlington County, its academic and social community, and its property from harm resulting from acts of its students causing injury thereto, or threat of injury.

To this end, this Code defines prohibited conduct and provides for imposition of appropriate discipline upon those students whose acts are in violation of its standards of conduct, by means of hearing procedures affording both prompt disciplinary determinations and appropriate due process to the alleged violator.

Students at Rowan College at Burlington County may be accountable to the civil authorities, as well as to the college, for acts which constitute violations of law as well as violations of this Code. In such event, college disciplinary actions will proceed notwithstanding the pendency of any criminal, drug or disorderly persons proceedings. Similarly, dismissal or acquittal of such concurrent legal proceedings will not necessarily result in dismissal of college disciplinary actions.

The college recognizes that its inherent powers and responsibilities to act so as to protect the safety and well-being of the campus community are broad, and that the potential range of student misconduct which could harm persons and property on campus is also broad. Accordingly, these regulations are to be interpreted broadly so as to effectuate to the fullest extent the protection of the Rowan College at Burlington County community. These written regulations are intended to define prohibited offenses with precision so as to give students notice of the behavioral standards expected of them and of the consequences should violations to the Code occur. They are not meant to define misconduct in exhaustive terms.

B. Prohibited Conduct

The following acts when committed by students of Rowan College at Burlington County shall be deemed misconduct subject to imposition of discipline under this Code. In addition to this Code, students will be held accountable to the policies on Civility on Campus, Racial/ Ethnic Harassment, Sexual Harassment, Smoking on Campus, and Substance Abuse/Use on Campus.

Harassment, Anti-Discrimination, Equal Opportunity, Non-Retaliation, Whistleblower and Complaint and Reporting.

1. In compliance with the State of New Jersey's "Anti-Bullying Bill of Rights Act", the college will maintain zero-tolerance towards behavior involving harassment, intimidation, and/or bullying of any kind that is directed to students, members of the college community, and/or visitors. Harassment, intimidation, and/or bullying includes but is not limited to any gesture, written, verbal or physical act, or any electronic communication that targets another individual and/or 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, that takes place on or with college property or at any college sponsored function.

A reasonable person should know, under the circumstances, that the above identified behavior will have the effect of physically or emotionally harming a student, staff person or visitor or damaging the student, staff person or visitor's property, or placing a student, staff person or visitor in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students, staff person or visitor in such a way as to cause disruption in, or interference with, the orderly operation of the college; or creates a hostile environment for the student, staff person or visitor at the college; or infringes on the rights of the student, staff person or visitor at the college. Those found in violation of this section of the Code of Conduct will be subject to expulsion from the college.

Physical or Psychological Harm

2. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment.
3. Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others.
4. Causing physical or psychological harm to any person on college property or at college sponsored activities, or recklessly causing reasonable apprehension of such harm.

5. Commission on or off campus of any offense involving danger to the person, as specified in part 1 of sub-title 2 of the New Jersey Code of Criminal Justice, N.J.S.A. 2C:11-1 et seq., or in a comparable law of the jurisdiction in which said offense was committed if other than New Jersey. If said student has been named as a defendant in a criminal complaint and if said student's presence on campus endangers his physical or emotional safety and well-being, or endangers the safety and well-being of other students, teachers, and members of the college community.
6. Unauthorized use, possession or storage of any weapon on college property or at college sponsored activities.
7. Initiating or causing to be initiated any false accusation, false report, defamation of character, warning or threat of fire, explosion or other emergency on college property or at college sponsored activities.
8. Interfering with normal college or college sponsored activities, including, but not limited to, studying, teaching, research, extracurricular activities, job placement activities, college administration, or fire, police or emergency services.
9. Violating the terms of any disciplinary sanction imposed in accordance with this code.
10. 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.
11. Misusing or damaging fire safety equipment and/or lab equipment.
12. Furnishing false information to the college.
13. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
14. All forms of academic dishonesty, including cheating, fabrication, and facilitating academic dishonesty and plagiarism.
15. Substantially interfering with the freedom of expression of others on college property or at college sponsored activities.
16. Theft of property or of services on college property or at college sponsored activities; knowing possession of stolen property on college premises or at college sponsored activities.
17. Destroying or damaging the property of others on college property or at college sponsored activities.
18. Failure to comply with the directions of college officials, including campus Public Safety officers, acting in performance of their duties.
19. Violation of college regulations or policies as published on the college's website, Student Handbook, and/or college catalog, as approved and compiled by the Board of Trustees, President, or their designates. Such regulations or policies include, without limitation, regulations relating to entry and use of college facilities, sale or consumption of alcoholic beverages, use of vehicles and amplifying equipment, campus demonstrations, and misuse of identification cards.
20. Unauthorized presence in or use of college premises, facilities or property.
21. Unauthorized use or possession of fireworks on college premises.

C. College Policy on Student Violations of Law

On-campus misconduct constituting a criminal, drug, or disorderly persons offense will be immediately reported to the appropriate authorities for their investigation. Where a student's illegal act also is violative of this Code, proceedings will be instituted under this Code. Where the college itself is a victim of the illegal act, and where witnesses are available to present statements to investigators and to testify in court, the college will file a court complaint against the student.

The Office of Public Safety is responsible for investigating all student violations of law that occur on campus, and should be notified immediately upon detection of any such violation. As soon as practicable upon receipt of such notification, it shall advise the appropriate civil law enforcement authority of such violation and that an investigation is being made. It shall take whatever action may be necessary, legal, and proper within the scope of its authority with respect to such violation, for the protection of persons and property on campus, and shall cooperate fully with the civil authorities in the apprehension of suspects, preservation of evidence, aid to victims, and all other aspects of the case. A complete factual report shall be prepared by the Office of Public Safety promptly after the occurrence of each such violation and a copy thereof sent to the Vice President of Enrollment Management and Student Success. Said report shall be prepared whether or not the violation is also investigated by a civil law enforcement authority.

D. Procedure When Misconduct Occurs

1. When misconduct occurs, any person observing it should immediately tell the Vice President of Enrollment Management and Student Success, who shall immediately speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The Vice President of Enrollment Management and Student Success shall discuss the matter informally with the alleged violator, telling him/her what he/she is accused of doing and what the basis of the accusation is and giving the student an opportunity to explain his/her version of the facts if he/she wishes to do so. If after this informal discussion the Vice President of Enrollment Management and Student Success reasonably concludes that the alleged violator's presence on the campus poses a continuing danger to a person or property or an ongoing threat of disrupting the academic process, the Vice President of Enrollment Management and Student Success may immediately remove such student from campus, with the aid of the Public Safety Office if necessary. After such removal, the student shall not be permitted to return to the campus until a final decision on his or her case is rendered, except to participate in the disciplinary proceedings. Following such removal, the Vice President of Enrollment Management and Student Success shall issue a complaint. If the misconduct occurs at an external campus, the site supervisor will assume the role of the Vice President of Enrollment Management and Student Success. As soon as practicable, the site supervisor will contact the Vice President of Enrollment Management and Student Success.
2. In all other cases, the Vice President of Enrollment Management and Student Success shall have the following options:
 - a. If he/she reasonably concludes that the alleged misconduct did not constitute a violation of this Code or that the alleged violator did not commit misconduct, he/she shall advise such student that no further disciplinary proceedings will be taken in connection with the incident unless a written complaint is filed by a person other than the chief student development officer.

- b. If he/she reasonably concludes that the alleged misconduct probably constituted a violation of this Code and was probably committed by the student, he/she shall issue a complaint.
3. Any person having knowledge of a violation of this Code by a college student may file a written complaint with the Public Safety & Security Department. The chief student development officer in such case shall issue the complaint. If the Public Safety & Security Department has not discussed the matter informally with the alleged violator as provided in section f.1., he/she may do so, and thereafter may remove such student from campus as further provided in section f.1.
4. The Vice President of Enrollment Management and Student Success or Designee shall immediately notify the Department of Public Safety of occurrence of any misconduct constituting a student violation of law. (See Section C above).

E. Complaints: Pre-Hearing Procedures

1. Disciplinary proceedings under this Code shall be initiated by the filing and issuance of a complaint. An Official Complaint Form found on the RCBC intra net under “forms” is required; it includes the following information:
 - Name of alleged violator;
 - Date, time and place of the alleged violation;
 - A factual description of the alleged violation, including persons or property harmed and the nature of the harm;
 - Names of all witnesses who will be called to testify against the alleged violator, and a summary of the facts to which each witness will testify; and
 - The provisions of this Code (section B) that were violated.
2. A complaint is filed when it is received by the office of the Vice President of Enrollment Management and Student Success. A complaint is issued when it is served upon the alleged violator. Any person having knowledge of a violation may file a complaint, or the Vice President of Enrollment Management and Student Success may file it on his/her own motion. Only the Vice President of Enrollment Management and Student Success may file it on his/her own motion. Only the Vice President of Enrollment Management and Student Success or his/her designee may issue a complaint.
3. Upon issuance of a complaint, copies shall be submitted to the chairperson of the Code of Conduct Committee and to the President of the College.
4. The complaint shall be set down for hearing by the chairperson of the Code of Conduct Committee, who shall notify the alleged violator of the date, time, and place of the hearing and shall include with said hearing notice a copy of this Code. The hearing date shall be within 10 working days of receipt by the Chairperson of the complaint. A request by the alleged violator for postponement or rescheduling of the hearing shall be made promptly to the chairperson, who may (but is not required to) honor it if good cause is shown.

F. Hearings

1. Disciplinary hearings by the Code of Conduct Committee shall be closed to the public. Only the following may attend: The alleged violator and his/her representative; the Vice President of Enrollment Management and Student Success and his/her representative; the complaining party (if other than the Vice President of Enrollment Management and Student Success) and his/her representative; and witness. Failure of the alleged violator to appear at the hearing, personally or by a representative, after proper notice shall not be cause to postpone or cancel the hearing which may proceed in such person's absence.
2. The alleged violator may bring an advisor or counsel or other representative at his/her own expense. The alleged violator's advisor or counsel shall not speak for the student. The advisor's/counsel's sole presence will be to advise/counsel the student.
3. The complaining party may bring an advisor or counsel or other representative at his/her own expense. The complaining party's advisor or counsel shall not speak for the student. The advisor's/counsel's sole presence will be to advise/counsel the student.
4. The hearing shall be presided over by the chairperson. All members of said Committee may question witnesses. In the event the Chairperson is absent or is unable to act as chairperson for any reason, an acting chairperson shall be designated from the membership of said Committee by the Vice President of Enrollment Management and Student Success..
5. The alleged violator shall not be compelled to testify on his/her own behalf, but may do so upon his/her own request.
6. All testimony shall be given under oath.
7. The hearing shall be recorded and, in the event of an appeal, shall be transcribed.
8. All relevant evidence is admissible at the hearing, except as otherwise provided herein. Evidence deemed repetitious, unduly prejudicial, or likely to cause confusion, may be excluded. Evidence not within the personal knowledge of a witness, or not within that witness's experience or training if such be material to the testimony, may be excluded. Rule of privilege recognized by law or by the New Jersey Rules of Evidence shall apply to the extent permitted by the context and similarity of circumstances. Hearsay evidence shall be admitted, and shall be given whatever weight the Committee deems appropriate considering its nature and reliability.
9. The complainant and alleged violator, may examine, and cross-examine witnesses.
10. The complainant and alleged violator, may present a closing argument or statement to the Committee.
11. Immediately after the hearing, the Code of Conduct Committee shall meet, in private, to determine whether the alleged violator has committed the violation or violations as charged. Said decision shall be by majority vote. In the event of a tie vote, the complaint will be dismissed. In the event the Committee finds that the alleged violator has committed a violation, the Committee shall also determine an appropriate sanction by majority vote.
12. The Chairperson shall promptly announce the decision of the Committee. A written report of this decision, along with the stated disciplinary measures, if applicable, shall be forwarded to the President of the College and to the violator, for implementation.

G. Sanctions

One or more of the following disciplinary measures may be imposed upon students found to have violated this Code or any of the policies listed in section B (above).

1. Expulsion. Permanent dismissal from the college.
2. Suspension. Separation from the college for a specified period of time.
3. Disciplinary probation. Loss of participation in extracurricular activities, athletics, and/or holding of office in student organizations, for specified time period.
4. Restitution. The obligation to replace, or pay for property damaged, or to compensate for losses incurred, as a result of the violation.
5. Loss of privileges. Temporary revocation of such privileges as driving on campus, use of the cafeteria, library borrowing privileges, etc.
6. Warning to the student.
7. Performance of conciliatory act. If the student and the college are mutually agreeable and if circumstances of the violation and the student's attitude so warrant, a disposition may be made that will avoid imposition of a sanction yet will require some conciliatory act of the student evidencing a positive attitude toward his/her conduct in the future.

Examples include:

- a. Behavioral counseling (at the student's expense if obtained off campus);
- b. Involuntary withdrawal with opportunity to resume studies at a later time as long as a psychological, counseling, and/or psychiatric report (at the student's expense) states the student is stable to be on campus. Students are still held responsible for payment of tuition and fees after being involuntarily withdrawn from the college.
- c. Performance of some service for the college in mitigation of harm caused by the misconduct.

H. Range of Sanctions

1. Violations of sections B.1. through B.10. of this Code may result in expulsion, unless specific and significant mitigating factors are present. Factors to be considered in mitigation shall be the present demeanor and past disciplinary record of the alleged violator, as well as the nature of the violation and severity of any damage, injury or harm resulting from it.
2. Violations of sections B.11. through B.13. of this Code may result in suspension, unless specific and significant mitigating factors as specified in section e.1 are present.
3. Repeated or aggravated violations of any section of this Code may also result in expulsion or suspension or in the imposition of such lesser sanctions as may be appropriate.
4. Attempts to commit acts prohibited by this Code may result in imposition of the same discipline as for actual misconduct.
5. The sanction imposed in a particular case should be appropriate and just depending on the facts of that case. The burden of establishing facts in mitigation of expulsion or suspension will be upon the alleged violator.

I. Appeals

1. Any student found to be in violation of this Code under the foregoing procedures may appeal the decision of the Code of Conduct Committee directly to the President of the College. An appeal shall stay implementation of sanctions, but shall not permit a student removed from campus to return.
2. The notice of appeal must be received at the office of the President of the College within five college working days of the date of the Committee's decision. No particular form of notice is required.
3. A copy of the notice of appeal must be filed with the Chairperson of the Code of Conduct Committee.
4. After a notice of appeal has been filed, a transcript of the hearing shall be prepared as soon as practicable and shall be forwarded to the President of the College and the appellant or his representative.
5. The President of the College or Designee, within ten college working days of receiving the notice of appeal, shall either affirm, reverse, or modify the decision of the Code of Conduct Committee. The President's or Designee's written decision shall be forwarded to the student or his/her representative, to the chief student development officer, to the complainant and to the Chairperson of the Code of Conduct Committee. The President's or Designee's written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

Resolving Academic Concerns

Academic concerns should first be discussed with the faculty member assigned to your class. Should you feel uncomfortable with direct contact with the faculty member, you have the right to take your concern to the appropriate division dean. In the case of a registration dispute, you should first contact the Registrar. It is recommended that your concern be stated in writing.

Further, the college has a policy that provides students a formal avenue for final grade disputes. The purpose of this policy is to offer the student an avenue to discuss and resolve problems that arise with his/her educational progress. This document establishes a policy that defines a grade appeal process that provides due process as articulated in Procedure 217, for students in the event of a final grade dispute with a course professor.

This policy requires a request for a formal meeting with the course professor related to the grade dispute, a review and recommendation by the divisional dean and an appeal to the Provost. This policy also provides for the formation of a Grade Appeal Committee to review the records relevant to any dispute and make a recommendation to the President or designee, whose decision will be final.

If the problem is not resolved to your satisfaction, the next step is to take your concern to the Provost, who is the college's chief academic officer, and is responsible for making the final determination regarding your academic dispute.

Student Dispute Resolution

Regarding Section 504 of the Rehabilitation Act (Administrative Procedure 904a)

The purpose of this student dispute resolution procedure is to provide an official means for handling disputes regarding a possible violation of Section 504 of the Rehabilitation Act of 1973 (which prohibits discrimination against otherwise qualified handicapped people).

Students should proceed as follows:

1. Within five college work days of the alleged incident, the student should attempt to resolve the problem personally with the college employee involved.
2. If the student is unable to reach a satisfactory resolution of the complaint in step 1 above, the student should, within five working days of the meeting with the college employee, make a written request for a meeting with the employee's immediate supervisor. This meeting with the supervisor is to take place within 10 college work days from receipt of the request. The immediate supervisor will hear the student and collect data as needed from the employee and other college personnel and render a decision on the matter. The supervisor will communicate this decision in writing to the student and employee within five work days after the meeting.
3. If the student is unable to reach a satisfactory resolution of the complaint in step 2 above, the student should, within five work days of receipt of the written decision following the meeting with the college employee's supervisor, make a written request for a meeting with the Vice President in whose area of supervision the matter has occurred. This meeting is to take place within 10 college work days from receipt of the request. The appropriate Vice President will review the facts presented by the student and collect data from other personnel as needed. The Vice President will render a decision on the matter and communicate this decision in writing to the student, the employee against whom the student has made the complaint, and the employee's immediate supervisor within five work days after the meeting.
4. Any student may appeal the decision of the Vice President directly to the President of the College. The notice of appeal must be received at the Office of the President within five college working days of the date of the Vice President's decision. The President, within 10 college work days of receiving the notice of appeal, shall either confirm, reverse, or modify the decision of the Vice President. The President's written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

Student's Right to Know

Security at Rowan College at Burlington County is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning.

Rowan College at Burlington County maintains a Public Safety Department with personnel available 24 hours a day. A person may report any criminal action or any other emergency at any time by calling the Public Safety Department at the following number: (856) 222-9311, ext. 1100 or 2100

Access to Campus Facilities – 20 U.S.C. 1092 B Buildings

Most campus buildings are open from 6:00 am to 11:00 pm. All Rowan College at Burlington County students and staff members have been issued identification cards which they may be asked to produce if there is a question about their authorization to be in a specific area.

Individuals who need to be in campus buildings or other areas during times other than regularly scheduled work hours must obtain permission for that date and time from the department supervisor and notify the Public Safety Department of their presence.

Many campus rooms and areas are protected by intrusion alarms. Before entering such areas, the Public Safety Department should be called.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. The college staff will check many of these areas of the campus during off hours but the primary responsibility for security lies with the user.

Keys

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. Lost keys must be reported immediately to Public Safety Department and one's supervisor.

Keys should never be loaned to other staff members or students. Public Safety personnel will confiscate any keys which have not been specifically issued to a particular individual. Unauthorized duplication of college keys is a crime and a violation of college policy.

College Property

No college property may be removed from the campus without the expressed written permission from the department supervisor. Unauthorized removal of college property from the campus is a violation of the institution's policy and/or a violation of law and may be prosecuted by the college.

Sexual Violence Elimination on Campus

The college is committed to creating and maintaining an environment that is free from domestic violence, dating violence, sexual assault and/or stalking. Accordingly, and as required by law, the college adopts as Board Policy Sexual Violence Elimination on Campus promulgated by the reauthorization of the Violence Against Women Act (VAWA).

Definitions

“Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

“Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

“Sexual assault” shall include both forcible and non-forcible acts of sexual assault. This includes any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. Additionally, non-forcible sexual offenses include incest and statutory rape.

“Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Reporting Incidents

Employees and/or students should report incidents of domestic violence, dating violence, sexual assault and/or stalking, occurring either on or off campus, to a Campus Security Authority. These individuals include any official with significant responsibility for student and campus activities such as, but not limited to, members of Public Safety, Student Activities, Student Success, faculty or staff advisors to student organizations, and coaches. The college strongly advocates that victims report incidents in a timely manner. Additionally, the college recommends that a victim of domestic violence, dating violence, sexual assault, and/or stalking, occurring either on or off campus, report the crime to the law enforcement agency for the applicable municipality. The college can facilitate notification on your behalf. However, filing a report will not necessarily obligate a victim to prosecute the crime and victims have the option not 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 domestic violence, dating violence, sexual assault, and/or stalking.

Proceedings

College officials who conduct disciplinary proceeding for cases involving domestic violence, dating violence, sexual assault, and/or stalking will be trained on how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability.

The accused and accuser are entitled to the same opportunities to be accompanied by an advisor, counsel or other representative at his/her own expense pursuant to the Student Code of Conduct.

The accused and accuser shall 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 Violator

The college will not tolerate acts of domestic violence, dating violence, sexual assault and/ or stalking by any member of the college community including, but not limited to, staff and students. Any individual charged with a violation of domestic violence, dating violence, sexual assault and/or stalking are subject to prosecution under applicable New Jersey criminal statutes.

Following investigation, college employees charged with such conduct are subject to prosecution and are also subject to 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 are not limited, to counseling, written warning, suspension, and final warning and/or termination of employment. Students charged with such conduct are subject to prosecution and are also subject to disciplinary action under the college's Code of Student Conduct. Sanctions that the college may impose on a student following a final determination of responsibility include, but are not limited to, warning the student, loss of privileges, restitution, disciplinary probation, suspension, or expulsion.

The standard of evidence used in college hearings is a preponderance of the evidence standard.

Confidentiality

The substance and outcome are to remain confidential and will only be shared with the accused, accuser and those directly involved in the investigation. Any violation of the confidentiality of the substance and/or outcome will be subject to disciplinary action under applicable policies, procedures, Student Code of Conduct, and/or collective bargaining provisions.

Additional Information

Employees and/or students who report such incidents will be afforded reasonable accommodations to avoid hostile environments. Accommodations include, but are not limited, to a change in academic, working, and/or transportation situations.

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.

CHAPTER 4: ABOUT RCBC/MAPS

About the College

Rowan College at Burlington County is ranked among the top community colleges in the nation for boosting graduates' earning power and it is reinventing itself into the national model of higher education for academic and workforce development programs.

In June 2015, the former Burlington County College established a new partnership with Rowan University, providing students conditional-acceptance into the university. Rowan University offers RCBC students discounts for programs online and on the Mount Laurel campus and makes it possible to earn a bachelor's degree for \$25,000.

The college offers associate degree programs, certificates, career track majors, continuing education classes and business training from the Workforce Development Institute. Your RCBC degree allows you to seamlessly enter Rowan University and transfer to many other local and national four-institutions.

RCBC is bringing the modern campus experience to its main campus in Mount Laurel, which will enhance students' ability to collaborate with their peers and outstanding faculty, which will help you succeed. We are committed to helping you meet your educational and professional goals in the most affordable, accessible and engaging educational environment.

A reminder for all students, please note you are required to register your vehicle with Public Safety.

Emergency Call Boxes are located in most student parking lots in Mount Laurel and Pemberton. The Call Boxes will link you directly with the RCBC Public Safety Office.

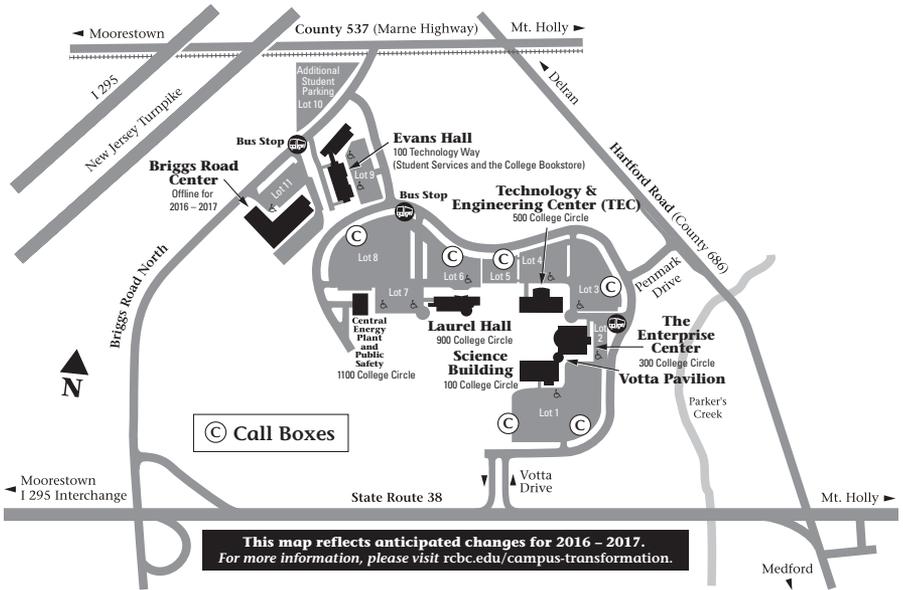
Please note violators of RCBC's parking regulations may be towed at the owner's expense.

For more information on the college's facilities improvements, please visit rcbc.edu/campus-transformation.

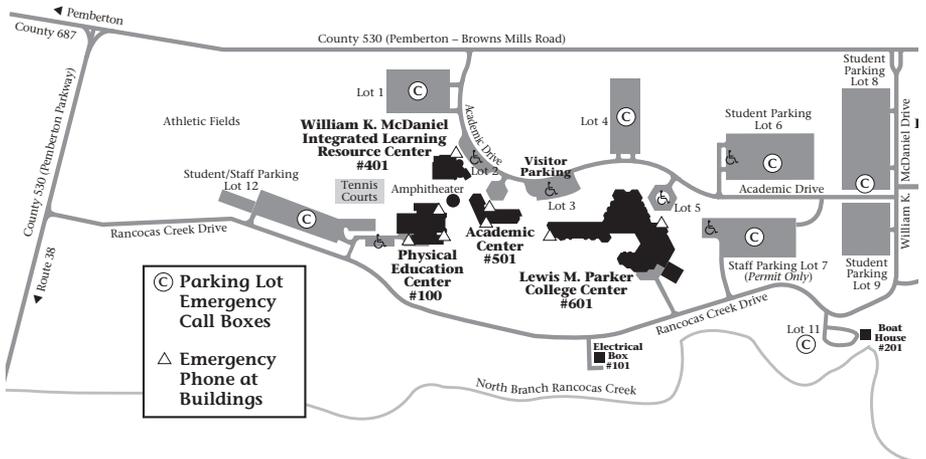
For more information, directions, and building floors plans on each location please visit:

Mount Laurel Campus	rcbc.edu/mount-laurel-campus
Pemberton Campus	rcbc.edu/pemberton-campus
Mount Holly Center	rcbc.edu/mount-holly-center
Willingboro Center	rcbc.edu/willingboro-center
Military Education Center	rcbc.edu/military-education-center

Mount Laurel Campus Parking



Pemberton Campus Parking

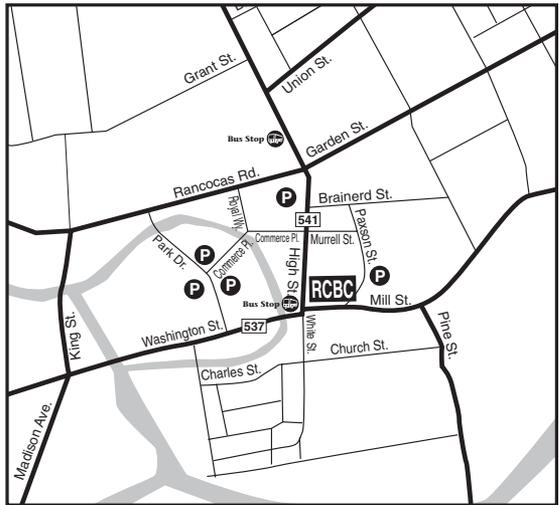
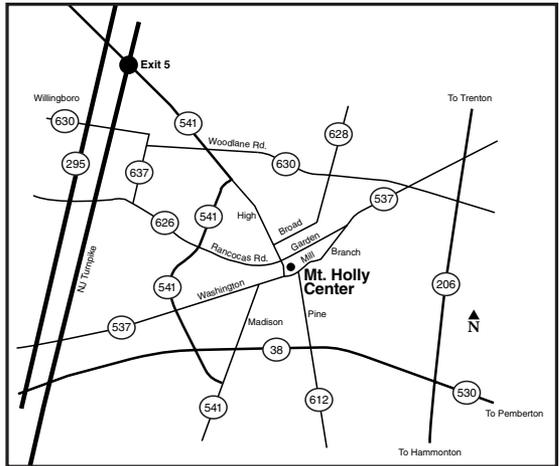


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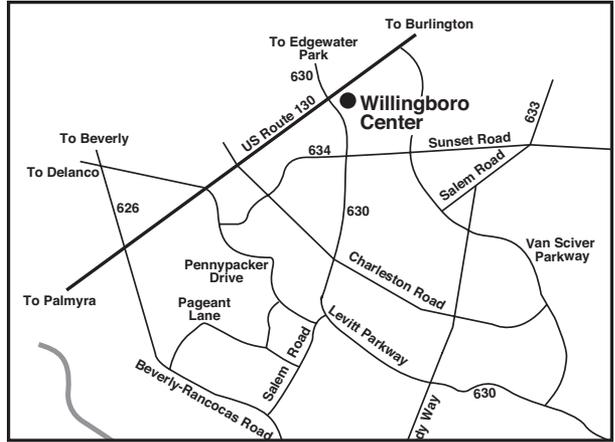
About the Mount Holly Center

Free parking is located behind the RCBC - Mount Holly Center in a Township parking lot on Paxson Street. It can be accessed from High St. by turning onto Murrell St., and then right onto Paxson St., OR from Mill St. turn onto Paxson St., go 1/2 block to the parking lot. You can enter the RCBC - Mount Holly Center through the entrance located in the back of the building.



About the Willingboro Center

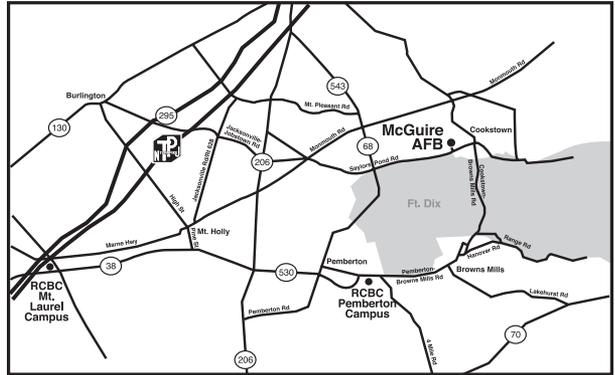
The Center is located in the Willingboro Town Center at Route 130 North between Levitt and Van Sciver Parkways.



About the Joint Base MDL/McGuire Learning Center

The Joint Base is located in Room 107, Bldg 3829, 4 School Road, McGuire AFB, NJ 08641.

From RCBC's Mount Laurel Campus – Exit the campus onto Briggs Road. Take the first left onto NJ-38 East. Turn left onto US-206 N/Vincetown Columbus Road. Continue to follow US-206 North. Turn right onto County Rd 537 East/Monmouth Road. Turn right onto Saylor's Pond Road. Continue onto West Main Street. Continue onto Cookstown-Wrightstown Road. Turn left onto South Bolling Boulevard. Take the first right onto School Road.



DEPARTMENTAL PHONE DIRECTORY

Accounting/Business Office.....	1285	Mount Holly Center	(609) 267-5618
Administrative Services.....	1314	Office of Information Technology.....	1303
Admissions.....	1200	Payroll.....	1216
Alumni Association Office.....	2541	Physical Plant Administration	1268
Art Studio and Art Workshop.....	1638	Provost.....	1329
Athletics.....	1435	Public Safety	
Career Services	1034	Mount Laurel.....	2100
Cashier.....	1285	Pemberton.....	1100
Bookstore (Mount Laurel).....	2640	Willingboro.....	3100
Bookstore (Pemberton)	1245	Mount Holly.....	4100
Community Enrichment.....	1457	RCBC Foundation	2541
Cooperative Education.....	1034	Recreation and Intramurals	1493
Counseling/Academic Advisement	1557	Registration.....	5625
Distance Education	1790	Retired Senior Volunteer Program	1498
Educational Opportunity Fund (EOF)	1462	Science, Technology, Engineering and Mathematics Division.....	1402
Enrollment Services.....	1310	Strategic Marketing and Communications.....	1539
Financial Aid.....	1575	Student Activities	1238
Food Services	1469	Student Government.....	1238
Geography Lab.....	1447	Student Help Desk.....	1388
Gymnasium	1493	Student Support Services.....	1208
Health Sciences	1410	Swimming Pool.....	1010
Human Resources	1390	Test Center.....	5620
International Office.....	1350/2232	Transfer Center	2737
Learning Is For Everyone (LIFE)	1499	Tutoring.....	1495
Liberal Arts Division	1441	Veterans Services	1453
Library	1482	Volunteer Center.....	1492
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Rowan College
at
BURLINGTON COUNTY