

# STUDENT HANDBOOK



## Sussex Mission Statement

Sussex County Community College provides a dynamic college experience to a diverse community of students that supports the economic prosperity of the region through lifelong learning, and high-quality academic and occupational programs, in an accessible and supportive environment to ensure student success.

## Accreditation

In 2018, Sussex was reaffirmed for accreditation by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Sussex is licensed by the State of NJ as an Article I community college.

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This handbook contains information we hope will be helpful to you. As the College continues to grow and serve students in new and better ways, each student must make efforts to remain updated on information related to their education. All efforts will be made to keep students informed by email, notices, newsletters, and web posts. If you are concerned about a particular policy, please contact our offices, or an advisor, to be certain of the most current policy or procedure. It is the responsibility of the student to stay informed.

# WELCOME TO SUSSEX

## Welcome Message from the President

Dear Sussex Student:

Welcome to the 2023-2024 academic year at Sussex County Community College. Whether you are a first-time-in-college student or a life-long learner, our faculty and staff are dedicated to providing you with the quality education and the foundation you will need for your college career and beyond.

Academic achievement often comes to those who seek help early and often. Every person here at SCCC is a resource and ready to help you in every way, from our Student Success Center to the Writing Center, DegreeUP, and the Library. Being a student and juggling outside responsibilities can be daunting. Tutoring, computer access, textbook loans, quiet study rooms, a fitness center, mental health support, scholarships, volunteer opportunities, and financial assistance are just some of the resources available for our students. Students are also welcome to visit the Horton Nutrition Center on campus to access free food items in an open-access environment. When you need help, we will provide essential assistance for your success at SCCC and beyond.

I also hope you will take advantage of the many wonderful opportunities that Sussex County Community College offers you outside the classroom. With twelve sports teams and many exciting, cultural, and personally enriching student events, your learning takes place both inside and outside the classroom. Get involved! Aspire to be a Student Ambassador, a club officer, or a scholar-athlete. Visit our eBook storefront and ice cream shop. Cheer on our teams, along with our Skylander mascot. Take a trip with us to a Broadway show or renowned museum. You will find that the more you participate in campus life, the more connected you will feel to the College, the college community, and your classmates.

Welcome to our beautiful campus. You will quickly learn that being a member of the SCCC family is special. We are all so happy that you are here.

Best Wishes,

**Jon. H. Connolly, Ph.D.**

Sussex County Community College President

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## Employee Directory

See the [Employee Directory \(/about-sussex/employee-directory/\)](/about-sussex/employee-directory/) page or visit the [Dean's by Major \(/deans\)](/deans) page.

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## Campus Map & Directions

See the [Campus Map & Directions \(/about-sussex/contact-us/maps-directions/\)](/about-sussex/contact-us/maps-directions/) page.

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## Online Tools for Success

Sussex Students are issued a Sussex **student email** (<https://mail.google.com/a/student.sussex.edu>) which is the College's means of communicating with you about College business including financial aid information, priority registration, events, and communication with your instructors. Check your Sussex Student email regularly.

### **My.Sussex (https://my.sussex.edu/ICS) Student Portal**

- View grades • Check your GPA
- Print unofficial Sussex transcripts
- Search for classes/print your schedule
- View and pay your bill

### **Canvas: Distance Learning**

All students enrolled in online and hybrid classes will use the **Canvas** (<https://sussexccc.instructure.com/login/canvas>) learning management system to communicate with their instructor(s) and access course content. Instructors may also use Canvas for regular courses, so it is important to check Canvas regularly. (<https://sussexccc.instructure.com/login/canvas>)

### **Pay Online and E-Refund**

For your convenience, you may PAY your tuition/fees online through **CashNet** (<https://commerce.cashnet.com/cashneti/static/epayment/sussexpay/login>).

Should you be eligible for a refund, receive it quicker in a secure and safe manner by signing up for E-Refund. Your refund will be processed directly to your designated bank account. Sussex urges you to sign-up for these time-saving, secure financial tools.

### **IT Services**

If you are having difficulty logging in to any of our online resources, please get in touch with the

IT Help Desk.

**Email:** [itservice@sussex.edu](mailto:itservice@sussex.edu) (<mailto:itservice@sussex.edu>)

**Phone:** 973-300-2333

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## The Power of a Degree

Complete your associate degree and give yourself the advantage!

Starting college at Sussex and graduating with your associate degree before transferring to a four-year college will give you the Degree Advantage. You'll save tuition and graduate with little or no debt, be eligible for financial aid, scholarships, and benefit from personalized advising toward your career.

### Why Degree Completion is Important:

- Students will hold a recognized higher education degree or certificate.
  - Students will be prepared! People change jobs up to 10 times in their working lives—and when you have a college degree, you have an advantage.
  - Future labor market will require more college graduates, economists predict.
  - Completion shows future employers or college admissions officials that students are serious about their marketability, education, and future.
  - Many successful people credit their associate degree as the foundation of their career achievement and the turning point in their lives.
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## Tips for Success at Sussex

### #1 Attend all Classes

- Education is valuable and not cheap. Don't miss class and waste money!
- Attendance and class participation is important. Your professor is here to guide you along the way.

### #2 Get Organized

Use Your Syllabus. Most courses will follow a syllabus, a schedule of what to expect in class. Your syllabi will provide your professor's contact information and a listing of assignments that are due during the semester.

### #3 Use Sussex Resources

- **Website:** Check out [sussex.edu](http://sussex.edu) (<http://sussex.edu>) for news and events going on and

contact information for campus resources.

- **Student Success Center:** You will get help selecting classes to ensure you're on the right path. The Center also offers career referrals, transfer information, personal counseling, and more. All services are free and confidential by appointment or walk-in.
- **Scholarships:** The Foundation is committed to helping students succeed. Each year the Foundation solicits community organizations, businesses, and individuals to raise funds to support student scholarships. **Download an application** (<http://sussex.edu/scholarships>).

## #4 FREE Tutoring Offered

- Free tutoring is offered online via Thinkingstorm on Canvas and through Degree UP in E105.
- If you are looking for help with writing in any subject, visit **The Writing Center** (<http://sussex.edu/writingcenter>) in the Student Center (D111).

## #5 Utilize the Library

The Library has access to many useful resources as well as helpful, professional staff to aid you in your research and completing your assignments.

## #6 Get Involved

There is so much more to Sussex than great classes. Student clubs, athletics, theater performances, fine arts programs, lectures, day trips, and service learning all add to the total college experience. *Get involved!*

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# Your Health Matters

## Mental Health

Sussex County Community College is committed to providing short-term care and support, as well as referral assistance for our students with mental health concerns. If you or someone you know is in crisis and/or having thoughts of suicide and need immediate help, please call 911 or go to your nearest emergency room.

## Suicide Prevention Resources:

### On-campus support:

- The Student Success Center, 973-300-2207, B206
- Bridgeway Behavioral Health, [bridgeway@sussex.edu](mailto:bridgeway@sussex.edu) (<mailto:bridgeway@sussex.edu>)

### 24- hour Services and hotlines:

- Suicide and Crisis Lifeline: call or text 988
- NJ Hopeline: 1-855-HOPELINE (654-6735)
- Newton Medical Center 24-hour Crisis Hotline: 973-383-0973

## Drugs and Alcohol Awareness

Alcohol and drug use are prevalent on today's campuses, and it's important to know the risks.

- Alcohol or drug abuse can kill you.
- The average college student spends \$900 on alcohol per year and \$450 on books.
- Alcohol abuse can ruin your grades.
- One night of heavy drinking can impair your abstract thinking abilities for 30 days.

## Smoke, Tobacco & Vape Free Campus

Smoking, including electronic devices and tobacco products, is not permitted anywhere on campus, indoors, outdoors, at athletic events, and at social venues. See our **Smoking Policy**. ([current-students/student-handbook/campus-safety-security/#smokefree](#)).

## Campus and County Resources:

There are a number of resources available on campus and throughout Sussex County to help you or someone you know who may have a drug or alcohol problem.

- **Student Success Center:** Private and confidential counseling  
Administration Building, B206, 973-300-2207
- **Newton Medical Center for Behavioral Health:**  
175 High Street, Newton, NJ 07860, 973-383-1533 (24 hours)
- **St. Clare's Center for Behavioral Health:**  
20 Walnut Street, Sussex, NJ, Crisis Hotline: 973-625-0280 (24 hours)
- **Center for Prevention and Counseling:**  
61 Spring Street, Newton, NJ 07860, 973-383-4787, [centerforprevention.org](http://centerforprevention.org)  
(<http://centerforprevention.org>).

## Online Resources:

- [ncadd.org](http://ncadd.org) (<http://ncadd.org>) - NCADD – National Council on Alcoholism and Drug Dependencies, Inc.
- [addictions.com](http://sussex.edu/addictions.com) (<http://sussex.edu/addictions.com>) – (800) 654-0987
- [aa-intergroup.org](http://sussex.edu/aa-intergroup.org) (<http://sussex.edu/aa-intergroup.org>) – Alcoholics Anonymous
- [na.org](http://sussex.edu/na.org) (<http://sussex.edu/na.org>) – Narcotics Anonymous
- [naranonofnj.org](http://sussex.edu/naranonofnj.org) (<http://sussex.edu/naranonofnj.org>) – The Nar-Anon Group is for those who have known a feeling of desperation concerning the addiction problem of someone near to you.

# ACADEMIC INFORMATION & SUPPORT

## Academic Integrity

Students are required to perform all of the work specified by the faculty and are responsible for the content and integrity of all academic work submitted, such as papers, reports, and examinations.

### Examples of violations of the “Rule of Academic Integrity” include a student who:

- Knowingly represent the work of others as their own.
- Uses or obtains unauthorized assistance in any academic work. (See [Cheating and Plagiarism \(/current-students/student-handbook/academic-information-support/#CheatingPlagiarism\)](#).)
- Receives or gives assistance to another student during an academic test
- Possesses, buys, sells, or uses material in a matter not authorized by the instructor
- Acts as a substitute for another person during an academic test
- Attempts to influence or change one’s academic record inappropriately

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## Academic Progress Policy

1. The purpose of this policy is to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress; and to encourage and work with such students to assist them in taking appropriate action to improve their academic performance and plan for completion.
2. For purposes of this policy, a student is not making satisfactory academic progress if they are placed on:
  - Academic Warning
  - Academic Probation
  - Academic Probation 2
  - Academic Suspension

These Academic Status levels will be imposed on a student who fails to maintain a semester Grade Point Average of at least 2.0 in accordance with the chart.

<b>Academic Performance</b>	<b>Academic Status Level</b>	<b>Academic Consequence**</b>
Cumulative GPA below 2.0 after completion of 6 credits	Academic Warning	Limited to no more than 16 credits
Semester GPA below 2.0 after 2 consecutive semesters*	Academic Probation	Limited to no more than 12-13 credits
Semester GPA below 2.0 after 3 consecutive semesters*	Academic Probation 2	Limited to no more than 7 credits
Semester GPA below 2.0 after 4 consecutive semesters*	Academic Suspension	Suspended from taking classes for 1 semester

\*Consecutive, as used above, is defined as a student's consecutive semesters of enrollment

\*\* Students who reach any level of "academic consequence," as defined above, shall be subject to the credit limits and procedures to improve academic performance.

## **Student Appeals & Reinstatement**

### **Student Appeals**

1. A student placed on any level of Academic Progress may appeal that action to the Academic Review Committee.

### **Return/Reinstatement**

1. After one semester on suspension, a student may request reinstatement to the college. A student must file a request for reinstatement in person with a designated Advisor/Counselor. The request for reinstatement will be reviewed by the Academic Review Committee. The student will return on a probationary status and, if dismissed the second time, will not be eligible to register for courses for one year.
2. A student who returns after a break of 4 semesters (fall/spring) or greater will have their prior status of academic probation dismissed. A student who returns after a break of less than four semesters (fall/spring) will remain on the same level of academic probation.

### **Directed Self-Choice and Impact on Academic Status**

Sussex has embraced a practice of directed self-choice whereby students are encouraged,



through guided conversations with an advisor, to best determine their readiness for college-level course work. Students should be aware that developmental courses exist and are available to help strengthen skills and encourage academic success. Students who find themselves struggling in core-level college courses may wish to consider these as an option to build the requisite mathematical and critical reading, thinking, and writing skills that are necessary for success in all college-level courses.

Policy updated December 2020. This policy differs from the [Financial Aid Satisfactory Academic Progress \(FASAP\) \(/current-students/student-handbook/registration/#ferpa\)](#) policy.

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## Academic Standing

To be classified as a student in satisfactory academic standing, any student, whether full or part-time, matriculated, or non-matriculated, must maintain a grade point average (GPA) of 2.0 or more. Any student who fails to achieve the minimum grade point average stated above shall be placed on some level of academic warning / probation as per the Academic Progress Policy. An independent calculation regarding probation is made for Financial Aid purposes. Students who receive Financial Aid must achieve Satisfactory Academic Progress (SAP) as communicated by the Financial Aid Office. Please see the section on **Satisfactory Academic Standing**.

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## Academic Support Services and Learning Resources

The College's Learning Resources are designed to enhance the pursuit of academic excellence for the entire College community. This is accomplished through a variety of special programs and services.

### Tutoring

Tutoring will be offered by ThinkingStorm online tutoring, which is available in the CANVAS portal. ThinkingStorm is a free learning resource offered to all students and may be accessed whenever a student needs additional help in a subject area.

Additional tutoring services can be accessed in the Library or at Degree Up. Schedules are posted online. If necessary, SCCC's tutoring services can be accessed remotely.

Appointments may also be booked at the [The Writing Center \(/student-support/the-writing-center/\)](#), which offers peer tutoring services in the Student Center (D Building).

### Testing Center

Administration Bldg., B317/318, administers the following tests:

- The College Placement Test (Accuplacer)
- CLEP (College-Level Examination Program)
- Placement/Challenge Exams for precalculus and computers
- Proctoring for make-up exams in Sussex courses (for students not participating in DAP)
- Proctoring for online exams and distance learning from other 2- and 4-year colleges
- Various medical certification testing
- High School Equivalency (HSE)
- Pearson Vue Certification Exams (see [website for offerings \(https://www.sussex.edu/student-support/testing-center/\)](https://www.sussex.edu/student-support/testing-center/))
- Educational Testing Service (ETS) Praxis Exam
- DSST by Prometrics ASE certification testing (Automotive Service Excellence)
- Testing is also offered through Honorlock, which is available through Canvas. Honorlock is a secure proctor service which can be accessed from home or in the testing center.

## **CLEP & College Challenge Exams**

All Sussex students are eligible for the College Level Examination Program (CLEP) as well as College Challenge Examinations. Sussex will accept a maximum of 50% of the credits required for a degree (AA, AS, or AFA) or certificate or up to 39 credits for an AAS degree for credits earned at other institutions, by experiences and/or by examination (CLEP, AP, or Challenge) in order to complete requirements for a degree from Sussex. The College is a national CLEP Testing Center. Students wishing more information about CLEP should contact the Testing Coordinator at 973-300-2155. For information about the College Challenge Examination process contact the Student Success Center at 973-300-2207/2245.

## **Special Programs**

**ABE/HSE Study Programs:** Adult Basic Education/High School Equivalency Programs: Individual and small-group instruction is provided for adults needing to refresh their basic skills in reading, writing and math, as well as additional components in science and social studies for students preparing for the NJ State High School Equivalency (HSE) exams. Morning, afternoon, and evening sessions are available. Please contact Sara Gorst at [sgorst@sussex.edu](mailto:sgorst@sussex.edu) (<mailto:sgorst@sussex.edu>) or at 973-300-2158 for more information or to register for the ABE / HSE Program.

**English for Speakers of Other Languages (ESOL):** ESOL courses are provided to meet the needs of non-native speakers of English who need to improve their English for career or personal goals. Courses in reading, writing, speaking, listening, grammar and vocabulary development are offered at the beginner, intermediate, and advanced levels. The program also includes free life skills "American Language & Civics" classes. For more information

about this program, please contact Sara Gorst at [sgorst@sussex.edu](mailto:sgorst@sussex.edu) (<mailto:sgorst@sussex.edu>) or call 973-300-2158.

**Student Accessibility Services (SAS):** Students who require academic or facilities accommodations to fulfill their higher education goals must make an appointment for intake with the Student Accessibilities Advisor by calling 973-300-2153. It is the student's responsibility to provide current and comprehensive documentation to support such accommodations.

Students interested in seeking accommodations must be aware that it is their responsibility to contact the Accessibilities Support Advisor, who will review all requests. Information pertaining to an individual's disabilities is considered strictly confidential. All requests for academic or facilities accommodations, along with all supporting documentation, including but not limited to medical information will only be shared with college personnel on an as needed basis. Students will be provided with a Letter of Accommodations which will detail the specified accommodations and share a copy of the letter with their faculty. The Student Accessibilities Advisor's role is to mediate when necessary, between the faculty or staff member and the student only after disclosure of a disability has been made by the student to that faculty or staff member.

To address issues or concerns over not receiving requested accommodations, a student should refer to and follow the Sussex ADA Grievance Procedure below. The purpose of this procedure is to provide an internal mechanism for the prompt and equitable resolution of discrimination issues and complaints. Complaints that cannot be mutually resolved over the telephone by calling the Accessibilities Coordinator/Student Accessibilities Advisor at 973-300-2153 must be made in writing and submitted to the Accessibilities Coordinator/Advisor, One College Hill, Newton NJ 07860. Contact [pcavanagh@sussex.edu](mailto:pcavanagh@sussex.edu) (<mailto:pcavanagh@sussex.edu>) for more information.

1. In the event of a dispute regarding compliance with applicable laws, College policy, or academic adjustments, the student or faculty member initiating the process shall provide a written statement to the Accessibilities Coordinator/Advisor, the department chair, and any faculty member or student involved within ten (10) working days of the incident or circumstance.
2. The Student Accessibilities Advisor will follow up by investigating the facts and discussing the problem with all parties involved. Information collected will include: date and time complaint was received, complainant's name and address, reason for the complaint, parties involved, facilities involved and what the grievant believes to be an acceptable remedy. If a mutually agreeable solution cannot be attained following this investigation within five (5) working days, the grievant will be given a copy of the organization's ADA Plan and the Accessibilities Coordinator/Advisor will call a special meeting of the ADA Committee.

3. The ADA Committee will meet to review, evaluate, and resolve the complaint and will respond in writing within ten (10) working days. The ADA Committee has the authority to mediate an appropriate course of action in a way that is mutually acceptable to the organization and grievant within limits established by Sussex County Community College. They may issue a resolution to the grieving party that may include a formal apology, a change in the language of a brochure or similar action that does not create an unreasonable hardship.
  4. If the grievant does not accept the Committee's resolution, for any complaint related to classroom-based or non-classroom-based matters, the grievant may appeal to the Senior Vice President of Academic and Student Affairs (SVPASA) in writing within ten (10) working days of receipt of the written decision of the ADA Committee. The SVPASA will review the documentation and respond to the grievant within ten (10) working days. The decision of the SVPASA is final.
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## **Class Attendance**

Students are expected to attend all classes and to adhere to the written requirements and consequences of nonattendance of each instructor's syllabus. Faculty members are required to keep attendance records. At Sussex, class attendance and academic achievement are recognized as being interrelated. Attendance in class is not used solely as a basis for grade determination; however, lectures, assignments, test, and class participation missed or inadequately made up as a result of class absences will jeopardize the student's grade.

Attendance in an online course is constituted by the student participating in the class, and/or engaging in an academically-related activity.

### **Academically-related activities in an online course include, but are not limited to:**

- submitting an academic assignment;
- participating in an examination;
- participating in an online discussion about academic matters; and/or
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically-related activities do not include activities where a student may be present, but not academically engaged, such as logging into an online class without active participation.

### **Attendance procedures are as follows:**

1. Faculty are required to state their attendance requirements on their course syllabus.

2. While it is the responsibility of the student to notify the instructor after the student's first absence, the instructor may personally contact the student to discuss the effect of the absence and of possible subsequent absences, on the successful completion of the course absences, on the successful completion of the course.
3. If subsequent absences do occur, it is the student's responsibility to contact the instructor for guidance in completing missed work. The student's responsibility to contact the instructor for guidance in completing missed work.
4. The instructor determines if an absence and if a student may complete the missed assignments. If the absence is not valid, or if work is made up without prior discussion with the instructor, said work may not be accepted.

## Class Waiting Time Policy

In circumstances where an instructor fails to show up for a scheduled class, students must wait in the classroom for the following time period before leaving:

<b>Class Period</b>	75 Minutes	3 Hours
<b>Waiting Time</b>	15 Minutes	20 Minutes

At the end of the waiting period, students should sign an attendance roll and one of the students should take the attendance sheet to the faculty secretary in room C100 or to the Welcome Center in the Administration Building (B). Students who find it necessary to miss class due to a medical condition may be eligible for a Medical Withdrawal. Please see the section **[Refund Policy: Medical Withdrawal \(/current-students/student-handbook/payment/#refund\)](#)**.

## Classroom Break Schedule

### Day Classes

All regular day classes meet for the equivalent of 15 weeks. The final exam is scheduled during the final class. Time missed due to inclement weather, or other such cause, must be made up in a manner determined by the instructor. Some classes may be assigned online activities to satisfy this requirement. All class sessions, including those where unit tests are given, must go the full-time.

- One hour and fifteen minute classes have no break.
- Two hour and forty minute classes are permitted a ten-minute break.
- Four hour classes (e.g. DFH) are permitted a twenty-minute break.

## Evening Classes

All evening classes meet for the equivalent of 15 weeks. Time missed due to inclement weather, or other such cause, must be made up. All class sessions, including those where unit tests are given, must run the full-time. One hour and fifteen minute evening classes have no break.

- 6:30-9:10 pm classes are permitted a ten-minute break.
- 7:00-9:40 pm classes are permitted a ten-minute break
- 6:00-9:40 pm classes are permitted a twenty-minute break.

## Saturday Classes

All Saturday classes meet for the equivalent of 14-weeks. Time missed due to inclement weather or other such cause must be made up. All class sessions, including those where unit tests are given, must go the full time.

- 8:30-11:30 am classes are permitted a fifteen-minute break.
- 8:30 am-12:25 pm classes are permitted a twenty-minute break.

## Schedule Adjustments

Some classes each semester may meet for an extended period of time depending on the calendar or the need to make up class time lost due to inclement weather.

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## CLEP and Challenge Examinations

See [Academic Support Services and Learning Resources](#)

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## College Novel

This year the [College Novel \(/current-students/college-novel/\)](#) is Gail Honeyman' novel, *Eleanor Oliphant is Completely Fine*. During the 2023-2024 academic year, the College community will read and participate in lectures, discussions and activities related to the College Novel.

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## Cheating and Plagiarism

Cheating on examinations, through use of unauthorized aids or inappropriate resources, is forbidden. In addition, plagiarism, or the unattributed use of another's words or ideas, through either direct appropriation or paraphrase, is a serious breach of academic standards. Students

have an obligation to exhibit honesty in carrying out their academic assignments.

Consequences for cheating and plagiarism include: written warnings and/or assignment of an “F” grade for the assignment/test, or for the course. If the student is found guilty in more than one case, they may be subject to disciplinary actions. (See also: [Academic Integrity](#))

Cheating and plagiarism are violations of student conduct. If the Dean of Student Affairs, in consultation with the Senior Vice President of Academic & Student Affairs, determines that the matter is primarily related to academic integrity, including, but not limited to, cheating and plagiarism, the matter will be referred to the appropriate Academic Division Dean. The Dean, working with faculty, will determine the scope and process of the investigation and will determine outcomes. In unique cases, the Senior Vice President of Academic and Student Affairs and the Dean of Student Affairs can decide together if the matter, while primarily academic in nature, should nonetheless follow the formal Student Conduct process, overseen by the Dean of Student Affairs for Judicial Affairs.

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## Dean's List

Sussex County Community College acknowledges the outstanding academic achievement of full-time students on a semester basis and the cumulative achievement of part-time students through the Dean's List designation (fall and spring semesters only).

### Eligibility

1. Full-time students earning 12 or more College credits during the fall or spring semesters.
2. Part-time students having cumulatively earned clusters of 12 or more credits.

### Academic Requirements

1. A semester grade point average of 3.5 for full-time students (based upon earned credit hours).
  2. A cumulative grade point average of 3.5 for part-time students (based upon earned clusters of 12 or more credits).
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## Degrees and Professional Certificates

See our [Degrees \(/academics/degrees/\)](#) and [Certificates \(/academics/certificates/\)](#).

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## Grade Appeals

# Final Grade Appeals

Educational institutions are responsible for evaluating students by a grading system that is publicized to professors and students. While each student is responsible for demonstrating his/her learning that resulted in his/her final grade, the course professor is responsible for issuing each student's final course grade. A student who feels that the final grade he/she received in the course is unfair is entitled to appeal his/her final grade. Students are responsible for acting within the procedural time line. Any student pursuing a grade appeal must follow the procedure outlined below. Grade appeals not following this procedure will not be eligible for review.

## How to File a Final Grade Appeal

A student must use the [Final Grade Appeal Form \(/media/15603/student-grade-appeal-form-revision-7-8-21.pdf\)](/media/15603/student-grade-appeal-form-revision-7-8-21.pdf) or obtain one available by contacting the Student Success Center at [advising@sussex.edu \(mailto:advising@sussex.edu\)](mailto:advising@sussex.edu). Detailed instructions are attached to the Final Grade Appeal Form. Any questions about the form or the grade appeal process should be directed to the Student Success Center.

## Student Responsibility

The student must complete the [Final Grade Appeal Form \(/media/15603/student-grade-appeal-form-revision-7-8-21.pdf\)](/media/15603/student-grade-appeal-form-revision-7-8-21.pdf) with a statement explaining the exact nature of the appeal within two weeks (10 business days) of the end of the semester. See the [Academic Calendar \(http://sussex.edu/academics/academic-calendar\)](http://sussex.edu/academics/academic-calendar). The student must submit all supporting materials to the professor electronically, which includes a copy of the course syllabus and any documents needed to support the appeal. Additional documents can be requested anytime during this process.

## Grade Appeal Quick Chart

Designed as a quick reference and NOT to take the place of the detailed information below. Please read everything carefully.

	<b>Grade Appeal Steps for a Course Taught by an Adjunct Professor</b>	<b>Grade Appeal Steps for a Course Taught by a Full-Time Professor</b>
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<p><b>Appeal Step One</b></p> <p>Complete instructions below</p>	<p>The professor of the course evaluates the request by the student. The professor must respond within 5 working days. If the request is denied, student moves to Appeal Step Two.</p>	<p>The professor of the course evaluates the request by the student. The professor must respond within 5 working days. If the request is denied, student moves to Appeal Step Two.</p>
<p><b>Appeal Step Two</b></p> <p>Complete instructions below</p>	<p>Lead Faculty <b>OR</b>  Program Coordinator <b>OR</b>  Program Supervisor <b>OR</b>  Department Chair</p> <p>Evaluates the request by the student. Only ONE of the above individuals reviews the appeal, as dictated by the course and it's place in the Academic Affairs structure.</p> <p>If the request is denied at this level, student moves to Appeal Step Three.</p>	<p>The appropriate Division Dean evaluates the request by the student.</p> <p>If the request is denied at this level, the student moves to Appeal Step Three.</p>
<p><b>Appeal Step Three</b></p> <p>Complete instructions below</p>	<p>The appeal is evaluated by the appropriate Academic Dean, whose decision is final.</p>	<p>If the decision at Appeal Step Two was rendered by a Division Dean was denied, the appeal moves to the Associate Vice President of Academic Affairs (AVPAA), whose decision is final. *</p>

\* If the AVPAA, acting as Dean in Appeal Step Two, has already denied the appeal, the request moves instead directly to the Senior Vice President of Academic Affairs, whose decision is final.

## Appeal Step One:

The student must submit this form and supporting documentation to the professor. The professor must read the appeal, review the appeal with the student, and should respond electronically to the student within five business days of receipt as to whether the appeal has

been granted or denied.

- If the appeal is granted, the professor should send forward the Grade Change Form electronically to the appropriate Dean for a signature.
- Whether the appeal is granted or denied, the professor must fill out the Appeal Form and return it to the student. The course professor must include on the Appeal Form, returned to the student, the name and email contact information of the next person in the appeal process and copy this identified person into the email with all supporting documents attached.
- The student will decide if they would like to pursue Appeal Step Two by emailing the appropriate person identified on the returned Appeal Form requesting a review.
- **Criteria below for Appeal Step Two - adjunct professor (a) or full-time professor (b).**
- Students, who are unsure if their professor is an adjunct or full-time faculty member, please contact the Student Success Center at [advising@sussex.edu](mailto:advising@sussex.edu) (<mailto:advising@sussex.edu>).

## **Appeal Step Two (a) Adjunct Professor:**

If the appeal is denied by an **adjunct professor**, and the student decides to pursue the appeal beyond this level, the student must contact the full-time Department Chairperson, Program Supervisor, Program Coordinator or Lead Faculty, identified by the course professor and named on the form, to hear the appeal and attempt to resolve the issue. If the appeal is granted by the Department Chair, Program Supervisor, Program Coordinator or Lead Faculty then the Grade Change Form should be electronically sent to the appropriate Dean for a signature.

- If no solution is reached and the appeal is denied, the Department Chair, Program Supervisor, Program Coordinator or Lead Faculty should fill out the appeal form and include the name and contact information of the appropriate Dean. Sent this to the student electronically and copy the appropriate Dean with all support documents attached.
- If the student decides to pursue the appeal, he/she will send email notification to the Dean, identified on the returned appeal form, requesting a review.

OR

## **Appeal Step Two (b) Full-time Professor:**

If a **full-time professor** denies the appeal, the Appeal Form should be forwarded electronically to the student and the appropriate Dean by the full-time professor. The faculty member will enter the name and contact OR information of the appropriate Dean on the form and sent back to the student.

- If the student decides to pursue the appeal, the Dean will hear the appeal and will attempt to resolve the problem.
- The Dean will then inform the student as to whether the appeal was granted or denied.
- If granted, the Dean will forward a Grade Change Form to the Registrar's Office.
- If the appeal is denied, the Dean will include the name and email contact information for the next level of appeal on the returned appeal form to the student and copy the next contact on the email with all documents attached.
- The student will decide if they would like to pursue their appeal to Step Three by emailing the appropriate person identified on the returned Appeal Form.
- **Criteria below for Appeal Step Three - adjunct professor (a) or full-time professor (b).**

### **Appeal Step Three (a) Adjunct Professor:**

If the appeal is denied by a Program Coordinator, Department Chairperson, Lead Faculty or Supervisor, and the student decides to pursue the appeal, the denied appeal will be reviewed by the appropriate Division Dean. The Division Dean will inform the student of a decision. The Dean's decision is final. If the appeal is granted, the Dean will forward a Grade Change Form to the Registrar's Office.

OR

### **Appeal Step Three (b) Full-time Professor:**

If the decision at Appeal Step Two, rendered by a Division Dean was denied, the appeal moves to the Associate Vice President of Academic Affairs (AVPAA), whose decision is final. The exception to this is if the AVPAA, acting as Dean in the Appeal Step Two, denies the appeal and the student decides to pursue the appeal, the denied appeal will be reviewed by the Senior Vice President of Academic and Student Affairs (SVPASA). The SVPASA decision is final. If the appeal is granted, the SVPASA will forward a Grade Change Form to the Registrar's Office.

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## **Grading System**

Letter grades are given to students and posted to each student's transcript at the end of each semester. A grade represents an instructor's evaluation of a student's academic performance in a course and is determined by examinations and other criteria established by the College and the individual instructor. All grades are recorded on the individual transcript and remain as such unless revised and/or removed by action following from the College's Student Appeal of Grades Policy. (See **Grade Appeals**.)

Grades are posted on the **my.sussex.edu (https://my.sussex.edu)** portal at the completion

of each semester. Report cards are not mailed home.

## **The College Grading System:**

### **Grades Counted in the Grade Point Average (GPA)**

<b>Grade</b>	<b>Interpretation</b>	<b>Points</b>
A	Superior	4.0
A-	Exceptional	3.67
B+	Excellent	3.5
B	Very Good	3.0
B-	Good	2.67
C+	Above Average	2.5
C	Average	2.0
D	Poor	1.0
F	Fail	0.0
FN	Fail no-show	0.0

### **Grades Not Counted in the Grade Point Average (GPA)**

<b>Grade</b>	<b>Interpretation</b>	<b>Points</b>
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AI	Superior	0
AI-	Exceptional	0
BI+	Excellent	0
BI	Very Good	0
BI-	Good	0
CI+	Above Average	0
CI	Average	0
RI	Repeat	0
FI	Insufficient	0
FNI	Fail no-show	0
II	Incomplete	0
AU	Audit	0
I	Incomplete**	0
IP	In Progress	0

W	Withdrawal	0
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Letter grades AI through FNI represent institutional credit. Institutional credits do not count in the grade point average, nor do they fulfill graduation requirements.

Students who earn a grade of AI–CI in a developmental studies course are eligible to move to the next course in the sequence or to the next level.

## Incomplete\*\*

An Incomplete “I” may be given, at the initiation of a student and at the discretion of the faculty, only to students who have completed at least 80% of the required coursework with a grade of “C” or better. No “I” grade may be given without the submission of the signed form. The completion date is determined by the instructor, but in no case may the date exceed February 15th for grades issued in fall and winter semesters or terms or September 30th for grades issued in spring and summer semesters. After the deadline, if the “I” has not been changed by the instructor, the original “I” will be recorded as an “F.”

## Satisfactory Academic Standing

To be classified as a student in satisfactory academic standing, any student, whether full-time or part-time, matriculated, or non-matriculated, must maintain a grade point average of 2.0 or above.

## How to Calculate your Grade Point Average (GPA)

The calculation of a grade point average is a simple mathematical process. Quality points, also known as “points,” are divided by the student’s attempted credits. The specific credits used for the calculation are known as “quality.” The GPA does not round but is truncated at the hundredths decimal point.

Course	Credits Attempted	Quality Credits Attempted	Grade	Points	Value of QP Earned	GPA
Math	3	3	B	3	9	
Literature	3	3	F*	0	0	

Chemistry	4	4	A	4	16	
History	3	3	B	3	9	
Basic Algebra	0 (3IC**)	0	BI	0	0	
<b>TOTAL</b>	<b>13</b>	<b>13</b>		<b>34</b>		<b>2.61</b>

Grade Point Average = Quality Points Earned (34) divided by Quality Credits Attempted (13) = 2.61

\* "F" points are counted as credits attempted but produce "0" quality points

\*\* "IC" courses (Institutional Credits) are counted neither in quality credits attempted nor as quality points.

## Grievances

Students with a grievance that does NOT involve the appeal of a final grade or a complaint of sexual harassment are to use the steps indicated below to resolve their grievances (Students interested in appealing a final grade should see [Grade Appeals](#).) If the grievance pertains to a faculty or staff member, students are strongly encouraged to talk to a counselor in the Student Success Center.

**Step I:** At this level, a student is strongly encouraged to talk to their instructor and present the concern(s). It is important that the student clearly communicate their concerns directly so that the problem can be addressed at this step. Dissatisfied students may proceed with the grievance in Step II.

**Step II:** If resolution of the grievance cannot be reached in Step I based on the direction from a counselor, the grievance is presented to the appropriate College administrator, who will hear the student's grievance as well as talk to other parties who may be involved. Dissatisfied students may proceed with the grievance in Step III.

**Step III:** If resolution of the grievance cannot be reached in Step II, then the grievance is presented in writing to the Chief Academic Officer. The Chief Academic Officer will hear the student's grievance as well as talk to other parties who may be involved. The Chief Academic

Officer's decision will be presented to the student and is considered final.

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# Honors Programs and Honor Societies at Sussex

## Honors Program at Sussex

The Sussex County Community College **Honors Program** (</academics/honors-program/>) provides enriched educational experiences for self-motivated and exceptionally prepared students. The Honors Program offers participating students the freedom to meet General Education requirements while being instructed in a smaller, seminar-style environment by select faculty. Students in the Honors Program have the opportunity for a deeper examination of course materials and specialized research projects that allow for the utilization of in-depth critical thinking skills and reasoning.

Students who complete the Honors Program at Sussex with an academic average of 3.5 or above, have a higher rate of transfer to the college or university of their choice.

## Honor Societies at Sussex

Our students can earn invitations to our prestigious national honor societies. Through a society membership, you will discover a support group of students who want to achieve academic excellence just like you. Membership provides the opportunity to bolster your resume and increase scholarship options when you transfer to a four-year college.

### Mu Alpha Theta

Mu Alpha Theta is the national high school and two-year college mathematics honor society. The purpose of the society, as described in its national constitution, is "The promotion of scholarship in, and enjoyment and understanding of, mathematics." Sussex County Community College's chapter of Mu Alpha Theta focuses on having fun with math and encourages participation in contests and games. All SCCC students are welcome to attend chapter meetings and activities, regardless of membership. Society membership is based primarily on academic performance in mathematics. Students who were members in their high school chapter may have their membership transferred to the college chapter.

Mu Alpha Theta Advisor: Diane Harris, at [dharris1@sussex.edu](mailto:dharris1@sussex.edu) (<mailto:dharris1@sussex.edu>).

### National Society of Leadership and Success

The National Society of Leadership and Success is an organization that provides a life-changing leadership program that helps students achieve personal growth, career success and empowers them to have a positive impact in their communities. Invitations to join are sent twice a year, in January and August, with induction ceremonies being held in December and



May. Members participate in leadership building, success networking, and attend Speakers Broadcasts that focus on developing personal and professional growth.

(<mailto:arude@sussex.edu>)

### **Phi Theta Kappa Honor Society**

Sussex is home to the Alpha Upsilon Pi Chapter of Phi Theta Kappa, the international honor society for two-year and technical colleges. Members are dedicated to the ideals of scholarship, leadership, fellowship, and service. To be eligible for induction, a student must have completed twelve or more college credits toward a declared major at Sussex with a cumulative grade point average of at least 3.5 or higher. Candidates must also be currently enrolled and attending classes full- or part-time at Sussex.

Faculty Advisor: Daniel Warhol, [dwarhol@sussex.edu](mailto:dwarhol@sussex.edu) (<mailto:dwarhol@sussex.edu>)

### **Psi Beta National Honor Society for Psychology**

Psi Beta is the national honor society for students who have a passion for the study of psychology, and is limited to membership from two-year and community colleges. However, Psi Beta does not limit membership to psychology majors. To earn entrance into Psi Beta, a student must have completed 12 (twelve) college credits (can be full-time or part-time), have maintained a GPA of 3.25 or better, and must completed Introduction to Psychology with a grade of B or better. Psychology majors and majors from other disciplines are encouraged to join, as long as there is a strong interest in the study of human thought and behavior. Membership is open each spring semester and a memorable induction ceremony for new members and their families is held.

Psi Beta Advisor: Dr. Cory Homer, Vice President of Student Success and Institutional Effectiveness, [chomer@sussex.edu](mailto:chomer@sussex.edu) (<mailto:chomer@sussex.edu>)

### **SALUTE**

Salute is the national honor society for student veterans.

Salute Advisor: Jason Boehm, [jboehm@sussex.edu](mailto:jboehm@sussex.edu) (<mailto:jboehm@sussex.edu>)

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## **International Students**

Sussex County Community College is an SEVP approved school and welcomes international students.

International students hold an F-1 student visa and are required to remain in good standing with the College. To remain in good standing, International students must be enrolled full-time, for at least 12 credit hours, during the fall and spring semesters, maintain a cumulative grade point average of 2.0 or better at all times, and pay their bill in accordance to Bursar Office

policies and procedures.

International students are not eligible for financial aid but may qualify for scholarships through the College's Foundation. International students are urged to utilize all of our academic services including the Student Success Center, tutoring and library services. We encourage them to communicate with all staff, asking questions to better their college experience; and to participate in all student activities and clubs to be an integral part of campus life as well.

For further information or questions please contact our International Student Coordinator/PDSO, [jboehm@sussex.edu](mailto:jboehm@sussex.edu) (<mailto:jboehm@sussex.edu>).

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## Library

**Located: Library & Science Building**

**Phone: 973-300-2162**

The **Library** (</student-support/library/>) is the primary resource for research, supporting the educational programs and College curriculum offered at Sussex. The Library acquires, organizes, and maintains a variety of print and non-print materials for individual and classroom use. Librarians are professionally trained, teaching-oriented individuals committed to helping students achieve independence and mastery in using library resources and information technology. The Library strives to provide a peaceful, supportive space for teaching, learning, and research.

In the Library, we have a borrowing collection (physical and electronic), computer workstations that provide access to subscription electronic databases (most of which are also available remotely), and wireless service. The library catalog can be accessed through the webpage while in the Library, from home or on a smart device. If the College Library does not have or provide access to what you need, the resources of other local and state libraries are available through inter-library loan. A valid Student ID card is necessary for most library services.

## Inter-library Loan

Requests for books or articles not available at Sussex can be made online via the College Library's website. Students are encouraged to start their research early, as it may take up to two weeks to receive some materials.

## Textbooks

The Library does not purchase current copies of texts. Faculty may place materials on academic reserve to assure availability for students. If the title is not on reserve, please contact your professor or the department chair. Reserves may be limited to use within the

library or may be allowed to circulate for a short period of time (eg. 2 hours, overnight, one week). There is also a collection of used, donated textbooks that are available for semester loan.

## **Library Fine Policy**

Students will be charged for materials that are overdue, lost, or damaged. Overdue books accrue fines at a rate of 15 cents per day. Other materials (including reserves and inter-library loans) accrue fines at a rate of \$1 per day. Having overdue materials or outstanding bills at the end of the semester will result in a hold on grades and/or transcripts.

## **Scholarly Journals and Periodicals**

Journals and newspapers are available in the Library and online. A coin operated copy machine is available for student convenience. Subscription resources can be accessed on campus and remotely from the **Library's webpage** (</student-support/library/>). The 14-digit barcode number on your Student ID card is required for access to the services or information available.

## **Printing**

Printing costs 10 cents per black and white page and 25 cents per color page.

## **Quiet Study Rooms**

Quiet study rooms are available for group use by students with valid IDs. Advanced reservations are encouraged. See library staff for assistance.

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## **Repeat Courses**

Students may repeat courses in order to improve grade point averages. In a repeated course, the highest grade is calculated in the grade point average and appears on the transcript as "repeated course."

A course may be repeated twice, i.e., an initial registration plus two repeats for a total of three. Should a student attempt to repeat a course a third time (fourth registration), they will be barred from registration except as noted: Special Topics, Chorus, English for Speakers of Other Languages. Students may appeal this policy in writing to the appropriate Division Dean. In the event a course is retired and a replacement course designated, the repeat logic will apply to the designated replacement course. In the event a course is retired and a replacement course not designated, the student will lose the repeat option. Students on financial aid must check with the Financial Aid Office before repeating a class.

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# TECEP

The Thomas Edison Credit-by-Examination Program (TECEP) enables students to earn college credit for knowledge gained through work experience. TECEP brochures can be obtained from **Thomas Edison State University** (<https://www.tesu.edu/degree-completion/testing>), 101 West State Street, Trenton, New Jersey 08625.

# CAMPUS SAFETY

## Emergency Communications

The College has established a Campus Safety Dispatch Center and installed phones throughout the campus to conveniently contact Campus Safety. There are also exterior phones on “Blue Light” posts in several parking lots that connect directly to security.

**To report an emergency or request assistance, please choose from one of the following:**

- Call 911 to be connected to county emergency services dispatch, such as police, fire, or EMS.
- Press the red EMERGENCY button on any parking lot “Blue Light” to be automatically connected to the Security Dispatcher.
- Call Campus Safety at 973-300-2222 (or ext. 2222 internally).

Non-emergencies should be reported to Campus Safety at 973-300-2222 (or ext. 2222 internally).

## Emergency Automobile Service

The College does not assume responsibility for the cost of any emergency service assistance. Payment for services rendered is the responsibility of the individual receiving the service, not the College. Sussex Campus Security will assist the student in contacting an emergency service provider.

## Emergency Closing/Delayed Openings

In the event of campus closures, for any reason, students, staff, and faculty can access several communication outlets for information related to that closing, including the [sussex.edu](http://sussex.edu) website, your college email, text messaging (depending on the notification you signed up for), and the College Facebook page. Students attending classes at area high schools should check with those schools in the event of weather-related closings.

In the event of a delayed opening, a class that would have an hour or more of class time left will still meet. All classes held at extension sites (i.e., high schools) will be closed for evening Sussex classes if the extension site was closed during the day for snow or emergency. Online class activities will take place as scheduled even when the main campus is closed due to inclement

weather. Students in online courses should understand that assignments should be submitted online at the scheduled time, even in instances where the main campus is closed due to inclement weather.

Campus delayed openings or closings due to emergencies or severe weather are communicated in the following ways:

- Regroup Alert System
- sussex.edu website
- Social Media

## **Regroup Alert System**

Sussex utilizes a broadcast alerting service, Regroup, to communicate information to students, faculty, staff, and other campus community members. Regroup sends mobile text alerts, an email, and/or recorded voice messages to participating students, faculty, and staff.

All Regroup subscribers will receive emergency broadcast messages. All registered Sussex students should sign up for the Regroup Mass Notification to receive important College notifications and weather closings.

Regroup does not charge subscribers to receive SMS messages. Messaging charges may apply, depending upon your wireless carrier plan.

## **Alertus Desktop**

In addition to Regroup, Sussex also uses Alertus Desktop to override computer displays across the Sussex network with critical alert messages. In an emergency, computers are overridden with a full-screen alert containing an Emergency Alert notification. The message will advise recipients of the emergency and instruct them on what procedures they should employ to safeguard themselves.

## **Emergency Evacuation/Fire Alarms/Lockdowns**

All Sussex buildings are equipped with a PA emergency notification system and fire alarms. In the event of an emergency or fire/smoke, or any other situation which requires evacuation of the buildings, the PA system will notify the campus, and fire alarms will sound.

At the sound of the PA system or fire alarm, all faculty, staff, and students are required to evacuate the building. A non-audible fire warning system has been installed to alert those who are deaf or hearing impaired that an emergency warning has been issued. The system features a flashing blue strobe light which signals the need to evacuate the building.

Campus Safety has also established emergency rescue areas for those who need assistance exiting the building. If an emergency on the Sussex campus requires the use of evacuation

procedures, it is necessary that the College have information about individuals who may need assistance during such an event. If a student has any condition that may endanger themselves or others in an emergency should call the Student Accessibilities Services Coordinator, located in the Student Success Center, at 973-300-2153 to be sure that you are included in the security information. Those individuals should proceed to the emergency rescue areas located on their floor, where emergency personnel will assist. This information will be strictly confidential and available only to those who need it during an emergency.

<b>How To Respond When an Active Shooter is in Your Vicinity</b>		
<b>Step</b>	<b>Action</b>	<b>Notes</b>
<b>1</b>	Run – Evacuate	<ul style="list-style-type: none"> <li>• Have an escape route and plan in mind</li> <li>• Leave your belongings behind</li> <li>• Keep your hands visible</li> </ul>
<b>2</b>	Hide – Lockdown	<ul style="list-style-type: none"> <li>• Hide in an area out of the shooter’s view</li> <li>• Block entry to your hiding place and lock the doors</li> <li>• Silence your cell phone and/or pager</li> </ul>
<b>3</b>	Fight – Take Action	<ul style="list-style-type: none"> <li>• As a last resort and only when your life is in imminent danger</li> <li>• Attempt to incapacitate the shooter</li> <li>• Act with physical aggression and throw items at the active shooter</li> </ul>
<p><b>When it is safe to do so, call 9-1-1.</b> In active shooter situations, fire alarms may be activated. Remember that the active shooter threat is the primary threat. When in lockdown, you should only evacuate when there are visible signs of fire.</p>		

## Evacuation

<b>Step</b>	<b>Action</b>	<b>Notes</b>
<b>1</b>	<p>At the sound of the fire alarm, immediately evacuate the building:</p> <ul style="list-style-type: none"><li>• If you supervise students, instruct them to take their car keys, stay together, and assemble at the predetermined location.</li><li>• Only use stairways for emergency evacuation. Avoid using elevators.</li></ul>	Take attendance at the start of class, and take the roster when you evacuate to the Evacuation Assembly Area.
<b>2</b>	<p>Assemble in the designated Evacuation Assembly Area:</p> <ul style="list-style-type: none"><li>• Determine if everyone was evacuated by taking attendance and comparing it to the class start attendance.</li><li>• Report the names of missing students to the Emergency Supervisor along with their last known locations.</li><li>• Do not attempt to re-enter the building until instructed to do so by the Emergency Supervisor a designee.</li></ul>	If occupants are not permitted to re-enter the building, they may use their automobile to leave the campus.
<b>3</b>	<p>If a physically challenged occupant is unable to exit the building:</p> <ul style="list-style-type: none"><li>• Relocate the individual to an Area of Rescue Assistance on the landing of the closest stairwell.</li><li>• Notify the college personnel of the person's location.</li></ul>	Emergency Personnel will evacuate the disabled person.
<b>4</b>	<p>If circumstances prevent you from evacuating the building:</p> <ul style="list-style-type: none"><li>• Remain in your room and close the door</li><li>• Call 2222 (973-300-2222 from an outside line) and report your location to security.</li></ul>	The receptionist can call for assistance via two-way radio.



## CALL FOR ASSISTANCE

Step	Action	Notes
1	Call 911	If your judgment warrants such action, call 911 first and then notify security to alert the First Response Team.
2	Call Campus Safety 973-300-2222 973-300-2103  or  Use the blue phones located in parking lots.	Campus Safety will respond to the scene, if necessary. They may also notify the county emergency dispatch.
3	Be prepared to state: 1. Location of the Emergency 2. Nature of the Emergency 3. Your Name	
4	Stay with any victim(s) until help arrives, but only if you can safely do so without endangering yourself	

## LOCK-DOWN

A lock-down order may be issued for a variety of emergencies, such as an active threat of violence on campus or criminal activity in the area.

Step	Action	Notes
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1	<p>Lock doors and windows, close shades.</p> <ul style="list-style-type: none"> <li>• Turn off lights and all electric and gas appliances.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not admit anyone into the room once the door is locked.</li> </ul>
2	<p>Move to a safe corner of the room.</p> <ul style="list-style-type: none"> <li>• To reduce visibility and take shelter under desks, tables, or heavy furniture.</li> <li>• Keep away from windows.</li> <li>• If you have students, verify attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• The safest area will be different in each room. The optimal location is out of the line of sight of someone outside of the room.</li> </ul>
3	<p>Remain in position</p> <ul style="list-style-type: none"> <li>• “ALL CLEAR” will be announced</li> </ul>	

Emergency Phone Numbers	
Person	Phone Number
Security	<ul style="list-style-type: none"> <li>• Blue phones in parking lots connect directly to Campus Safety</li> <li>• 973-300-2222</li> <li>• 973-300-2103</li> </ul>
Receptionist	<ul style="list-style-type: none"> <li>• 973-300-2104</li> </ul>
County 911 Dispatch	<ul style="list-style-type: none"> <li>• 911</li> </ul>

## HIV/AIDS Statement

In accord with Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Titles I and II of the regulations implementing the Americans with Disabilities Act (42 USC 12101 et seq.) and the

New Jersey Law Against Discrimination (N.J.S.A. 10:5-4), Sussex County Community College will not discriminate against anyone on the basis of HIV status. No one will be denied admission, employment, promotion in employment, housing, access to facilities, or fair treatment on the basis of HIV status, nor will the institution tolerate any form of discrimination or harassment.

All offices, departments, agencies, and members of Sussex County Community College are required to comply with federal and state laws protecting patient/client confidentiality and the confidentiality of medical records and HIV/AIDS test results.

Sussex County Community College recognizes that no one has the “right to know” information regarding another person’s HIV status, regardless of the circumstances or the person requesting such information, e.g., administrators, personal representatives, professors, and students. Implementation of Center for Disease Control (CDC) universal precautions and OSHA standards governing blood-borne pathogens should be sufficient to protect all members of the Sussex County Community College community from potential HIV/AIDS infection resulting from bleeding accidents.

Members of Sussex County Community College should be advised that violation of federal and state statutes protecting confidentiality may result in fines, liability, and anti-discrimination suits. In the absence of a cure, the first response to the HIV epidemic must be education. Sussex County Community College recognizes its responsibility and is committed to providing HIV/AIDS education to all members of its community. In acknowledging the dignity and intrinsic value of every member of the Sussex County Community College Community, Sussex encourages all its members to educate themselves and their peers concerning HIV/AIDS, to become actively involved in supporting and participating in HIV/AIDS prevention education and awareness activities and to join in supporting persons living with HIV/AIDS.

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## **Jeanne Clery Disclosure of Campus Security and Crimes Statistics Act**

Your safety at Sussex County Community College is one of our top priorities. The College has received top honors from the School Alliance Insurance Fund for its commitment to student safety.

Campus Safety Officers utilize foot and vehicle patrols to observe and report situations or activities which may pose a danger to persons or property. The Campus Safety Office is located in the Student Center (D Building). Security can be reached at 973-300-2222.

Campus Security Officers are not armed and do not have police powers, but they will assist you by responding to all complaints and emergencies on campus. If warranted, Security shall contact emergency services for Police, Fire, or EMS Response. Security Officers have received First Aid, CPR, and AED training in addition to instruction in campus public safety procedures. These

Security Officers report to the Director of Campus Safety and Security, who may be reached at 973-300-2119.

The College has a cooperative relationship with the Newton Police Department, in which their officers periodically patrol the campus roadways and parking facilities, maintaining public order, crime prevention, and providing for the enforcement of local and state laws.

## **Campus Access**

The campus is closed from 10 pm to 6 am, except for approved special events. Building accessibility is permitted only during normal business hours unless otherwise approved by a College administrator.

## **Regulations**

Any incident regarding safety or security on the Sussex County Community College campus should be reported to Campus Safety at 973-300-2222.

Campus Safety will respond to all complaints. All reports of crime will be fully recorded, investigated, and reported in accordance with the definitions used in the Uniform Crime Reporting Systems of the Department of Justice, Federal Bureau of Investigation.

## **Timely Warnings**

Sussex will issue Timely Warnings to alert the campus community to certain crimes that are reported to campus safety authorities or local police agencies, and are considered by Sussex to represent a threat to students and employees. The College President, or their designee, will make the decision, and all emergency notifications will be used. Timely Warnings will not include the victims' name(s).

## **Crime Tips**

Use the Newton Police Department's Text-A-Tip program to report a crime tip and remain anonymous. No one will know the identity of the text tipster. The technology routes messages through a server that encrypts cell phone numbers before they get to the police. The technology also allows investigators to securely reply back to the cell phone without compromising the tipster's identity.

Send Text Message tips to: CRIMES (274-637). Use the keyword: NEWTON

In addition, the Sussex County Sheriff's Office maintains a confidential "Crime Stoppers" hotline, which can be reached at 973-300-CRIME (2746).

These services are for reporting tips to aid in investigations, not for reporting crimes in progress. To report a crime in progress, call 911.

## **Campus Awareness**

Campus security precautions and crime statistics can be obtained on our website in compliance with the federal 1990 Students Right to Know Act, this report is made available to prospective students and employees, as well as current students and employees at Sussex.

## **Alcoholic Beverages and Illegal Drugs**

Sussex County Community College is committed to the premise that its students and employees shall learn and work in a drug and alcohol-free environment. Sussex in no way will condone the illicit use of alcohol and drugs by either its employees or its students and will not foster or promote any such activity. In accordance with the policy approved by the Board of Trustees of Sussex County Community College (initially adopted: February 20, 1990, revised: August 28, 1990) and in accordance with public Law 101-226, the College declares that it will make every effort to provide its students and employees with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs. The College is committed to promoting the wellness and positive self-development of its students and employees. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibit students and employees from attaining the benefit of their learning and/or work experience, expose them to serious illness and health risks, and therefore, are prohibited. The College will impose disciplinary sanctions on students and employees that may include expulsion or termination of employment and referral for prosecution for violations of the standard of conduct. Such disciplinary sanctions may include the completion of a rehabilitation program. More detailed information and College policies can be found at the end of this handbook under "Employee and Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol."

## **Registered Sex Offender Information**

Information on registered sex offenders may be obtained from the Sussex County Prosecutors Office, Megan's Law Unit at 973-383-1570 or at [www.NJSP.org](http://www.NJSP.org) (<http://www.NJSP.org>). See also **Megan's Law Requirements**.

## **Sexual Assault**

The College will not tolerate sexual assault in any form. Where there is probable cause to believe that college regulations prohibiting sexual assault have been violated, the College will pursue strong disciplinary action through its student conduct and due process procedures. This discipline includes the possibility of suspension or dismissal from the College. An individual charged with sexual assault can be prosecuted under New Jersey criminal statutes and disciplined under Sussex County Community College's institutional policies. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action.

## **What is Sexual Assault**

The Federal Government defines "sexual assault" to mean any kind of non-consensual violence, including but not limited to rape, acquaintance rape, domestic violence, dating violence, and

stalking. Rape and acquaintance rape is defined as acts of non-consensual sexual penetration.

### **The other acts are defined as follows:**

- “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- “Domestic violence” means asserted violence misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic violence or family violence law, or anyone else protected under domestic or family violence law.
- “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for their or others’ safety, or to suffer substantial emotional stress.

## **What is Consent?**

Consent in this policy means a clear YES to the specific act in question. Consent is informed, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent to one form of sexual activity cannot imply consent to future sexual acts. At any time, a participant can communicate that they no longer consent to continue the activity. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

## **Campus Awareness Programs**

Sussex provides educational programs related to awareness and prevention of sexual assault. Annually, the Student Success Center provides workshops on prevention and the Office of Campus Life provides workshops on safety and health, and wellness. A number of workshops and seminars, documentaries and film series, and survivor panels are held on campus in collaboration with Domestic Abuse and Sexual Assault Intervention Services (DASI) of Sussex County and with the Center for Prevention and Counseling of Newton, NJ. Presentations for faculty and staff on sexual violence and trauma are scheduled. The Clothesline Project, a domestic violence awareness program, is held every April in the Student Center.

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

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

human dignity are of paramount importance.

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

## **Bill of Rights**

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

- on the campus of any public or independent institution of higher education in the state of New Jersey
- where the victim or alleged perpetrator is a student at that institution and/or
- when the victim is a student involved in an off-campus sexual assault.

## **Human Dignity Rights**

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

## **Rights to Resources On and Off Campus**

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

testing of sexual assault suspects for communicable diseases.

## **Campus Judicial Rights**

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

## **Legal Rights**

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

## **Campus Intervention Rights**

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

## **What To Do If You Are a Victim of Sexual Assault**

First, you should get to a place of safety.

Next, get the necessary medical treatment.

A DASI Confidential Sexual Violence Advocate can be with you during medical and legal proceedings. Call 973-875-1211 for an advocate or to activate the Sussex County Sexual Assault Response Team (SART).

**According to the [DASI.org](http://DASI.org) (<http://DASI.org>) website, it is important that you:**

- Do not change your clothing
- Do not bathe, shower or douche
- Do not urinate, if possible
- Do not drink, eat or smoke
- Place additional evidence (such as clothing or bedding) in a paper bag



## Physical Examination and Medical Treatment

A complete physical examination is very important. Victims of sexual assault may not be aware of external and internal injuries that may require treatment. Early medical attention is necessary to test for, and possibly prevent sexually transmitted diseases or infections. If left untreated, sexually transmitted infections/venereal diseases may result in serious health problems. Early medical attention is necessary to test for and receive treatment to prevent unwanted pregnancy. Follow-up care is very important to ensure that injuries have healed properly and that sexually transmitted infections are treated appropriately. Tests for infections and pregnancy must be repeated.

## Campus Crime Statistics

For campus crime statistics, a copy of the Annual Security Report can be obtained from [our website \(/about-sussex/student-and-campus-safety/clery-act-annual-security-report/\)](#).

## Evidence Collection

A forensic kit is typically used within 5 days to collect evidence from the victim's body (the earlier, the better). This evidence can be used in prosecuting the offender. The victim may have the forensic kit done anonymously, and the evidence can be held for 90 days. There is no cost associated with forensic evidence collection and initial treatment.

## How to File a Complaint

There are multiple places for students to report allegations of sexual assault both on and off campus. Reports of sexual assault can be made to any of the following:

### On Campus

- James Gaddy, Chief Operating & Human Resources Officer, D313: 973-300-2338
- Todd Poltersdorf, Associate Dean of Athletics/Student Discipline/Alumni, E240: 973-300-225
- Keith Festa, Director of Campus Safety and Security, D313: 973-300-2119
- Campus Safety Office, Student Center (D Building): 973-300-2222

### Off-Campus

- Newton Police Department: 973-383-2525
- New Jersey State Police, Sussex Barracks: 973-383-1515

## Resources

These resources exist on campus and in the community for reporting allegations of sexual assault and obtaining appropriate medical treatment and counseling support services:

## On Campus

- The Student Success Center, B206: 973-300-2209
- Campus Safety Office, Student Center (D Building): 973-300-2222

## Off-Campus

- Domestic Abuse and Sexual Assault Intervention Services (DASI) 24hr Hotline: 973-875-1211
- Sussex County Sexual Assault Response Team (SART) 24hr Hotline 973-875-1211
- Sussex County Prosecutor's Office Sex Crimes Unit: 973-300-1570
- Warren County Domestic Abuse and Sexual Assault Crisis Center: 908-453-4121
- Morris County Morris CARES, 24hr Hotline: 973-829-0587
- Pike County, PA Safe Haven, Inc., 24hr Hotline 570-296-4357
- Monroe County, NY Crisis Center, 24hr Hotline: 1-800-832-1200
- NJ Statewide Domestic Violence Hotline: 1-800-572-SAFE
- NJ Statewide Sexual Violence Hotline: 1-800-601-7200
- NJ Statewide Human Trafficking Hotline" 1-877-986-7543
- Rape, Abuse, Incest National Network (RAINN): 1-800-656-4673 [www.rainn.org](http://www.rainn.org)  
(<http://www.rainn.org>)

Information packets on the Bill of Rights and access to resources for assistance are available in the Office of Student Affairs, Student Success Center, Athletic Office, Human Resources, and the Office of Campus Safety and Security.

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## Lost and Found

Lost and Found is located in the Campus Safety Office in the Student Center (D Building). All items should be delivered to this location for owner identification and retrieval.

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## Megan's Law Requirements

### **ATTENTION:** All Persons Previously Convicted of Sex-Related Offenses

This is to inform you that, due to amendments to the New Jersey Megan's Law statutes, you may, under penalty of law, be required to register your presence in Sussex County regardless of where or when your conviction occurred.

In addition to all other Megan's Law requirements, if the following circumstances apply to you, please contact your local police department.

1. You are enrolled in any public or private educational institution of this state, including any

secondary school, trade or professional school, the institution of higher learning or post-secondary school on a full-time or part-time basis, or

2. You are employed or carry on a vocation in any public or private educational institution of this state, including any secondary school, trade or professional school, the institution of higher learning or post-secondary school on a full-time or part-time basis, with or without compensation, for more than 14 consecutive days or for an aggregate period exceeding 30 days in a calendar year.

Please contact your own attorney, the local police department, Sussex Station of the New Jersey State Police, or the Sussex County Prosecutor's Office to determine whether you must register. (Published at the request of the County Prosecutor)

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## Minors on Campus

Prior to the current pandemic, the College had allowed some leeway to faculty and offices to permit minors to accompany custodial students or staff on campus. Until further notice, minors will not be allowed to accompany custodial students or staff on campus.

The College is dedicated to ensuring the safety, protection, and well-being of all individuals on campus, as well as maintaining an academic environment conducive to learning. As such, minors may not be brought to the Campus and then left unattended on the grounds, in automobiles or in any facility owned, leased, or used by the College or its authorized agents. The College does not permit minors to accompany students to classes except at the discretion of individual faculty members. For safety purposes, minors who are not enrolled in specific programs of study are not allowed in science laboratory settings or technology labs, including but not limited to automotive, cosmetology, welding, machine tool, culinary arts, and building construction, under any circumstances. Unattended minors, once identified by college personnel, will be reported to security. Parents or guardians will be identified and notified by security to either remain with the minor, escort them from the College Campus, or make other suitable arrangements consistent with this policy's requirements.

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## Parking

Sussex County Community College provides parking for students, faculty, and staff in marked parking lots for convenient access to buildings on both the upper and lower campuses. Parking is free; however, students, faculty, and staff park at their own risk and are required to have a parking decal displayed.

Parking regulations are enforced by Campus Security and supported by Newton Police Department, and summonses will be issued for violations. All students, faculty, and staff planning to have a vehicle on campus must register for a parking sticker at the Campus Safety Office in the Student Center. A separate parking sticker is required for each vehicle. The sticker does not

guarantee or reserve a parking space. Parking is on a “first come” basis. The College is not responsible for lost or stolen items or damage to vehicles. Be sure to lock your vehicle and place any packages or valuables in the trunk or out of sight.

## Traffic Parking Regulations and Procedures

- **Students:** Vehicle registration with the College is required each academic year, July to June. The decal sticker must be displayed no later than the tenth day following the commencement of classes. The decal must be displayed on the driver-side corner of the rear window. Motorcycles must affix a decal on the front fork opposite state inspection sticker. Vehicles that are sold or traded or disposed of by other means must remove the sticker. Vehicles may be registered at the security desk located in the Administration Building.
- Students must park in designated white striped general parking spaces ONLY. There is no parking on the grass. All other parking spaces marked with yellow stripes are reserved for faculty and staff. Parking in reserved parking spaces, including visitors parking without proper clearance, will result in a ticket
- Handicap parking is available in Lots 1, 2, 3, 5, 6, 7, 8 and 10 and is reserved for anyone with a valid, state-issued handicap license plate or permit.
  - a) Handicap parking spaces are marked in accordance with all applicable codes and ordinances.
  - b) Handicap spaces are protected by law; violators will receive tickets from the municipal authorities.
- Fire Lanes are legally protected and vital to the safety of the College community. Vehicles parked in fire lanes will be subject to towing, at the owner’s expense, by the local fire authorities or at the discretion of the College.
- Parking tickets will be issued for rule infractions and will be assessed a fine of \$10 (excludes handicap spaces, Security will refer violations to municipal authority for enforcement). Fines are to be paid within 14 days at the Bursar’s Office in the main lobby of the Administration Building. Failure to pay parking tickets will result in a “parking hold” which will prohibit registration until the fine is paid.
- Repeated parking offenses will subject students to discipline as prescribed by the Student Code of Conduct.
- Students may appeal parking offenses in writing to the Director of Campus Safety, Sussex County Community College: One College Hill Road, Newton, NJ 07860. Appeals may also be left in the care of the officer at the Campus Safety Office. Appeals must be made within 14 days of the issuance of the ticket. Students will be notified in writing as to the status of their appeal.
- All vehicles must be removed by the time the College closes each day. No overnight parking is permitted.

## Visitor Parking

Visitor parking is provided on the lower campus in Lot 2. Visitors must register at the Main Desk in the Administration Building. At no time are students, faculty or staff permitted to park in the Visitor Parking.

## **Traffic Regulations**

- The speed limit at the College is 15 mph unless otherwise posted. This regulation is strictly enforced and is for the safety of all.
- Pedestrians have the right-of-way at all times. Motorists must yield to pedestrians.
- All persons operating a vehicle on campus must obey stop signs and all other signs regulating traffic safety.
- All vehicle accidents occurring on campus must be reported to the security desk in the Administration Building and the Newton Police Department. In the case of bodily injury, the incident should also be reported on a College Incident Report, which can be obtained at the Security Office in the Student Center.

## **On-Campus Safety Escort Program**

If you need Campus Security to escort you to or from your car, or to another building/location on campus, you may request this from any security officer on patrol, or call our direct, non-emergency number at 973-300-2222

You may also use the black non-emergency info button on the Emergency Code Blue units located in our parking areas. The On-Campus Safety Escort program is available to the entire College community (students, faculty, staff, and visitors) that would like to have an officer escort them to/from a campus building/location for any reason.

This service is for campus and not off-campus property.

## **Campus Safety Precautions**

There is no absolute protection against crime, but the Office of Student Affairs would like to offer some warnings and precautions that you can take to help you avoid becoming a victim.

1. Never leave any valuables unattended in classrooms, restrooms, offices, etc.
2. When walking at night, walk in pairs and use the best lighted route
3. If you notice unusual behavior, report it to the Security Office in the Student Center.
4. When you walk to your vehicle, have your keys ready in your hand.
5. Lock the doors as soon as you get into the vehicle.
6. If you are a victim of a crime, notify Campus Security immediately at 973-300-2222, who in turn, will notify the Newton Police Department 973-383-2525.

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## **Pets/Animals on Campus**

Pets and/or other animals are prohibited from all College buildings except for seeing-eye dogs, seeing-eye dogs-in-training, and rescue animals-in-training. Pets and/or other animals must be leashed and are prohibited from being left in automobiles, tethered on campus, or otherwise endangered. Pet owners or custodians are expected to maintain proper hygiene by removing all waste material.

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## **Sexual Harassment & TITLE IX**

Sexual harassment is illegal. Both state and federal laws prohibit harassment of any employee, student, agent, or member of the College community by any executive, supervisor, employee, student, or visitor on the basis of sex or gender. Sexual harassment is defined under federal law as: “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.” 29CFR Sec. 1604.11 (a)

Any employee or student who sexually harasses another employee, student, agent, or member of the College community will be subject to disciplinary action, up to and including termination of employment, consistent with terms of collective bargaining agreements, as applicable, or expulsion of the student.

The purpose of this policy is to ensure a positive work and learning environment for all employees and students free from the effects of sexual harassment which may produce a hostile, unproductive work environment.

## **Consensual Relationships**

This policy also prohibits consensual amorous relationships or physically intimate relationships between a faculty or staff member and a student whenever the faculty or staff member is in a position of professional or supervisory responsibility with respect to the student. This includes, but is not limited to, faculty and student, staff and student, coach and player and supervisor and student worker.

## **TITLE IX**

### **What is Title IX?**

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination based on sex in education programs. It reads:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” –Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

## **Prohibited Sexual Misconduct at Sussex County Community College includes:**

- Sexual Harassment
- Gender-Based Harassment
- Sexual Intimidation
- Sexual Exploitation
- Sexual Assault and Non-Consensual
- Sexual Contact
- Domestic Violence
- Dating Violence
- Stalking
- Retaliation

While often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to many programs at Sussex County Community College. Compliance with the law is everyone’s responsibility at Sussex County Community College. For information on how to contact staff members who have primary responsibility for Title IX compliance, [click here \(/about-sussex/student-and-campus-safety/title-ix/\)](/about-sussex/student-and-campus-safety/title-ix/).

## **About Reporting an Incident**

It is the policy of Sussex County Community College that all students and staff shall be able to learn and work in an environment free from harassment and discrimination.

Sussex County Community College encourages anyone who has experienced sexual misconduct, such as sex or gender-based discrimination, harassment, sexual violence, bullying or stalking, to report the incidence directly to the Title IX Coordinator or the Title IX Team. At Sussex, you can expect to have incidents of sexual misconduct taken seriously and can be assured that each individual will be treated with dignity and respect. Formally reported incidents are investigated promptly, thoroughly, and equitably and resolved through appropriate measures. Formal reporting means that information discovered and provided is shared with investigators, witnesses, and the accused individual, as necessary, with tremendous care.

In addition to the Title IX Coordinator, there are also members of the campus staff known as "Campus Reporting Authorities." The Campus Reporting Authorities include Sussex Security Officers, as well as other SCCC officials who have significant responsibility for student and

campus activities. These Campus Reporting Authorities have the responsibility to report criminal offenses and sexual misconduct.

Disclosure of different types of sexual misconduct shared with a “Campus Reporting Authority” must be reported promptly to the Title IX Coordinator. The Title IX Coordinator works collaboratively with the reporting individual and makes every effort to operate with discretion and maintain the privacy of all parties involved. Confidential Resources keep your identity and information private and anonymous. Counselors are confidential resources. Counseling Services are located in The Student Success Center, Room B206, 973-300-2207; [advising@sussex.edu](mailto:advising@sussex.edu) (<mailto:advising@sussex.edu>).

## **Report an Incident**

**To report an incident, you may contact any of the following:**

EMERGENCIES: DIAL 911

Sussex Campus Safety and Security: (973) 300-2222/2103

### **Title IX Coordinator:**

James Gaddy, Chief Operating and Human Resources Office,  
Student Center (D Building), Room 313

Telephone: (973) 300-2338

Email: [jgaddy@sussex.edu](mailto:jgaddy@sussex.edu) (<mailto:jgaddy@sussex.edu>)

### **The SCCC Title IX Team**

Sussex County Community College has a team of trained employees who are available to assist in cases of sexual misconduct such as sexual harassment, sexual violence, discrimination, or other unwelcome behavior that occurs on campus or during activities related to school, such as athletic events.

When an incident of gender-based misconduct occurs, SCCC promptly, equitably, and thoroughly investigates under the parameters of Title IX. Overseeing the team of trained employees is the College’s Title IX Coordinator. This person is responsible for supervising all activities relating to Title IX investigations, activities, and training programs.

### **Responsibilities of the Coordinator include:**

- Overseeing all Title IX complaints and investigations
- Providing prompt, thorough, and equitable investigations and resolutions
- Coordinating training, education, and communication related to Title IX
- Interacting with students, faculty, staff, and college administrators about Title IX activities

Sussex County Community College’s **[Full Title IX Policy \(https://www.sussex.edu/media/13232/2005-title-ix-prohibition-against-sexual-violence-policy.pdf\)](https://www.sussex.edu/media/13232/2005-title-ix-prohibition-against-sexual-violence-policy.pdf)** and **[Procedures](#)**



<https://www.sussex.edu/media/14017/20051-title-ix-prohibition-against-sexual-violence-procedure.pdf>).

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## Smoke-Free Campus

The College is a smoke, tobacco, and vape-free campus; banning the use of tobacco, e-cigarettes (including vapor devices), and tobacco products from all campus buildings and facilities. Smoking on campus is only permitted when inside personal vehicles.

Failure for students to comply with the policy may result in fines and/or progressive discipline consistent with the Student Code of Conduct. Failure to comply on the part of visitors will result in visitors being escorted off campus. Students may be ticketed for violations of this policy. Anyone suspected of violating this policy may be asked to present identification to security. Failure to comply may result in further disciplinary action.

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## Weapons

Weapons, ammunition, fireworks, and other explosives are prohibited on College property, or at any other location where the College offers courses or sponsors events.

This policy does not apply to active law enforcement personnel whose authority and/or requirement to carry firearms is regulated by a federal, state, or local law enforcement agency. We request that law enforcement personnel contact Security and advise them of their presence on campus.

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# TITLE IX & SECTION 504

## Title IX and Section 504 Compliance

Section 504 and Title IX Continuous Notice of Non-Discrimination: Sussex County Community College does not discriminate in admissions or access to, or treatment or employment on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Inquiries regarding Title IX compliance may be directed to James Gaddy, Chief Operating and Human Resources, at 973-300-2306, by email at [jgaddy@sussex.edu](mailto:jgaddy@sussex.edu) (<mailto:jgaddy@sussex.edu>), or by mail at Sussex County Community College, One College Hill Road, Newton, NJ 07860.

Inquiries pertaining to Section 504 may be directed to Pamela Cavanagh, M.Ed., Accessibilities Coordinator/Advisor at [pcavanagh@sussex.edu](mailto:pcavanagh@sussex.edu) (<mailto:pcavanagh@sussex.edu>), or by mail at Sussex County Community College, One College Hill Road, Newton, NJ 07860.

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## Equal Opportunity/Affirmative Action Statement

Sussex County Community College is an Affirmative Action/Equal Opportunity institution dedicated to equality of opportunity for all persons. To provide equal opportunity in all areas of the College's employment and educational practices (including admissions, access to programs and course offerings, physical education, intercollegiate and intramural athletics, counseling, employment, use of facilities and college-sponsored extra-curricular activities). Sussex County Community College does not discriminate on the basis of gender/gender-identity, sex, race or ethnicity, color, national origin, religion, age, disability (as defined by Section 504), genetic information, pregnancy, marital status, sexual orientation, veteran status or because of liability for service in the Armed Forces of the United States. This is in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 as amended and other applicable Federal and State laws and regulations.

The Affirmative Action Officer at Sussex is the Chief Operating and Human Resources (or designee). The Office is located on the third floor of the Student Center and can be reached at 973-300-2306. The Chief Operating and Human Resources (or designee) is responsible for Affirmative Action compliance in all matters pertaining to College personnel, students, and student life.

# PAYMENT

## Bursar's Office/Payments

Located: Administration Bldg., B203

Phone: 973-300-2106

Email: [bursar@sussex.edu](mailto:bursar@sussex.edu) (<mailto:bursar@sussex.edu>)

LIVE CHAT ([HTTPS://VM.PROVIDESUPPORT.COM  
/1641LUXYCBZUH12RYH3JNYQKT9](https://vm.providesupport.com/1641LUXYCBZUH12RYH3JNYQKT9))

**Office Hours:** Monday-Friday: 9:00 am–5:00 pm

The Bursar's Office is the department of student accounts. Students are encouraged to communicate with the Bursar's Office regarding billing, payments, Installment Payment Plans (IPP), and tuition account questions; no appointment is necessary.

## Payment of Tuition

Tuition is due and payable before the semester/session begins. Payment, in full, may be made in cash (US Currency only), personal check, bank/cashier's check, money order, or debit/credit cards.

## Checks/Money Orders

Checks/money orders can be mailed directly to Sussex County Community College, ATTN: BURSAR'S OFFICE, B203, One College Hill Road, Newton, NJ 07860. Please put your Student ID number on the face of the check/money order for faster processing. Checks returned for Insufficient Funds will be charged a service fee of \$50.

## Online Payments

Online payments are the quickest and most secure way to make payments. Visit **CASHNET** (<https://commerce.cashnet.com/cashneti/static/epayment/susseypay/login>) and enter your confidential information as requested. Your bank account or credit/debit card information becomes a secure, encrypted bank-to-bank transaction. ACH payments returned due to Insufficient Funds will be charged a service fee of \$50.

## Third-Party Payments

Third-Party Payments that are not considered a grant, loan, or a scholarship will need to have a Third Party/Sponsor Letter on their formal letterhead, dated with a valid signature of authority

stating the amount being paid to the student's tuition account and the date payment will be received by Sussex. Should the third party/sponsor make an over-payment, the funds will be returned to the third-party/sponsor, not the student.

## **Installment Payment Plan (IPP)**

The College offers a monthly Interest-free Payment Plan. Enroll online through **CASHNET** (<https://commerce.cashnet.com/cashnetg/static/epayment/sussexpay/login>), and follow the IPP enrollment directions. The first payment is due upon enrollment. There is a \$35 non-refundable enrollment fee. The following monthly payments are due on the first of each month. You will receive the schedule of payments when you enroll in an IPP. Register early, then enroll in the IPP early for a longer period of lower monthly payments. Installment Payment Plans are only available for the Fall and Spring Semesters.

For a payment plan option for International Students, see [IPP for International Students](#).

## **Auto-Pay**

Auto-Pay can be set up online through **CASHNET** (<https://commerce.cashnet.com/cashnetg/static/epayment/sussexpay/login>), or contact your financial institution for their online bill pay option.

## **E-Refund through CASHNET/TRANSACT**

The Bursar highly recommends all students sign-up for E-REFUND for safe, secure, and quick refunds. Refunds are issued for actual over-payments. If the student receives financial aid in excess of the billed tuition amount, the refund will be processed when receives the actual funding which is generally mid-semester. The Bursar's Office prefers not to mail refund checks as it takes longer for the student to receive the funds and can be less reliable.

## **FERPA Form**

The Bursar's Office recommends the FERPA (Federal Education Rights and Privacy Act) be completed by any student 18 years of age or older and is not a self-paying adult. The student designates the parent/guardian who can discuss the tuition account with the Bursar's Office.

## **Late Payment Policy**

Delinquent tuition accounts and Installment Payment Plan accounts are subject to Late Charges of \$50. The frequency of late charges is dependent on the status of the account's delinquency.

## **Delinquent Tuition Accounts**

When Sussex County Community College does not receive full payment of tuition in accordance with terms of the Sussex policies, the student relinquishes services from the College including: transcript requests, graduation, registration, et al. The account will be put on hold. The student

will be notified, in writing, of the delinquency and the Bursar's Office will reach out to the student to mitigate in accordance with the standards and practices of the College and the State of New Jersey. If a resolution is unable to be reached, Sussex will forward the delinquent account to an outside, third-party collection agency. Agency fees will be applied to the outstanding balance and the credit reporting bureaus will be notified.

## **International Students and Payment**

Sussex County Community College welcomes our International Students. Payment can be an issue as there are US Federal regulations involved, as well as the policies of the College. Tuition must be paid, in full, no later than the tenth day of the Semester (Spring or Fall) and the second day of a Session (Winter or Summer). The student can pay in cash (U.S. Currency Only), credit card or debit card. Sussex now offers an easy payment solution for visiting students, it is called Pay My Tuition. It is very simple for students to pay using their country's currency. Visit [paymytuition.com \(http://paymytuition.com\)](http://paymytuition.com) and follow the directions; if you have any questions, contact [support@paymytuition.com \(mailto:support@paymytuition.com\)](mailto:support@paymytuition.com). Paying tuition with the support of Pay My Tuition is safe, secure, and quick, with minimal fees.

**Installment Payment Plan (IPP) for International Students ONLY:** International students do have the option of paying tuition through an International Installment Payment Plan. Enroll online through the [Student Portal \(http://my.sussex.edu\)](http://my.sussex.edu) or go to [CASHNET/TRANSACT \(https://commerce.cashnet.com/cashnetg/static/epayment/sussexpay/login\)](https://commerce.cashnet.com/cashnetg/static/epayment/sussexpay/login), and follow the International IPP enrollment directions. The first payment is due upon enrollment for 50% of the semester's tuition. The second and third payments are equal amounts of the balance. There is a \$35 non-refundable enrollment fee. The International Installment Payment Plan is only available for the Fall and Spring Semesters ( Fall = September, October, November; Spring = February, March, April). Winter and Summer Sessions must be 'paid in full not later than the first day of class. The student will receive the schedule of payments once enrolled in the International Installment Payment Plan.

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## **Financial Aid**

**Located: Administration Bldg., B212**

**Phone: 973-300-2225**

**Email: [finaid@sussex.edu \(mailto:finaid@sussex.edu\)](mailto:finaid@sussex.edu)**

Office Hours: Monday-Friday: 9:00 am–5:00 pm

Sussex County Community College participates in all federal and New Jersey state aid programs. We encourage all students to apply for all forms of financial aid that may be available. The basic premise of financial aid is that the primary responsibility for meeting the cost of attending a post-secondary institution rests with the family. The primary purpose of student financial aid is to provide economic resources to students who have demonstrated financial need and who would

otherwise be unable to pursue post-secondary education.

Students and parents can view The College Finance Plan, as well as the documents required to complete their files, at [my.sussex.edu](http://my.sussex.edu) (<http://my.sussex.edu>). Incomplete files will result in estimated financial aid being canceled. Aid will be reinstated once the requested information is received and reviewed. All students and parents should visit the [financial aid web page](/admissions/paying-for-college/financial-aid/) (</admissions/paying-for-college/financial-aid/>) for information regarding applying for aid, additional outside scholarships, forms, financial literacy, student loans, etc.

## **Expected Family Contribution (EFC)**

The information reported by a student and/or parents when applying for financial aid is used to calculate an Expected Family Contribution. The Expected Family Contribution (EFC) is the number that is used to determine the student's eligibility for federal student financial aid. This number results from the financial information that is provided in the FAFSA application. Sussex's Financial Aid Office determines a student's cost of attendance, considering charges for tuition and fees, books, estimated costs for supplies, living and traveling expenses, and other miscellaneous education expenses. The student's demonstrated financial need is the difference between the student's cost of attendance and Expected Family Contribution (EFC). Students experiencing difficulty in meeting college expenses are welcome to meet with the Financial Aid Office.

The amount of financial aid a student receives is based on the number of credits in which they enroll. Federal Pell Grants will reflect the number of credits for which you are enrolled as of the census day (tenth day of the semester). Adding or removing credits may have an effect on the amount of aid awarded. Withdrawing from or dropping courses within a semester may have a negative effect on a student's eligibility for financial aid. Students are encouraged to come to the Financial Aid Office for advisement before withdrawing from courses.

Students must file the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov) (<http://www.studentaid.gov>) early to allow ample time for processing. Both student and parent (if applicable) must create a separate FSA User ID and Password at [www.studentaid.gov](http://www.studentaid.gov) (<http://www.studentaid.gov>) to sign the FAFSA. We recommend that continuing/returning students complete the FAFSA each year after October 1st. All returning students who are NJ residents must complete the FAFSA no later than April 15th in order to qualify for maximum benefits from NJ state aid programs. Failing to file timely may result in having to prepay your bill or enroll in the College Payment Plan in order to start the semester. A FAFSA must be submitted every academic year in order to receive financial assistance.

## **Book Voucher Policy**

In accordance with Federal Regulations, students with eligible financial aid can receive an advance of the anticipated refund to accommodate their needs for books and necessary supplies. Eligible Financial Aid credit balances will appear in your account once logged into the eCampus

Bookstore. You will need to show your valid Student ID card.

Students may opt-out of a book voucher. Once funds are posted to the student's account, any monies in excess of tuition and fees that are eligible for refund will be sent to the student. We recommend that students sign up for eRefund with the Bursar's Office.

**File Completion:** Your financial aid must be completed before you can use aid for book purchases through eCampus.

Contact the Bursar's Office at 973-300-2106 or [bursar@sussex.edu](mailto:bursar@sussex.edu) (mailto:bursar@sussex.edu) with any questions.

## **Financial Aid Satisfactory Academic Progress (SAP)**

In compliance with Final Program Integrity Rules published October 29, 2010, Sussex has adopted a policy concerning the Satisfactory Academic Progress (SAP) requirements for financial aid recipients. Federal and State regulations impose limits on how long a student may continue to receive Federal and State aid.

A SAP review will be done at the end of each semester/payment period. Summer terms are considered a semester/payment period; therefore, SAP will be evaluated at the end of the summer session as well, if the student enrolls and attends summer session(s). The evaluation period will be based on attendance in all prior semester(s) and will include all classes attempted whether federal aid was received or not.

Each student who receives either federal or state assistance (including student/parent loans) must make satisfactory academic progress toward the attainment of their degree or certificate as a condition of receiving financial aid.

To be considered making satisfactory academic progress, a student must have a 2.0 CGPA (Cumulative Grade Point Average), and complete a certain percentage of their credits (see [chart \(/current-students/student-handbook/academic-information-support/#AcademicProgress\)](#)). Students must keep within a maximum time frame which would be limited to no more than 150% of the published length of the program for undergraduate study. Please note that remedial coursework is counted in the cumulative GPA. This is why the cumulative GPA on a student's transcript may not match the cumulative GPA derived from the financial aid calculation.

## **Credits Completion Rate**

- 0-12: 50%
- 13-18: 60%
- 19 and greater: 67%

## **Remedial Coursework**

Remedial coursework will be included in both the completion rate and the GPA calculation. Students may receive financial aid for developmental credits up to a maximum of 30 credit hours. ESOL courses do not count in this 30-credit hour limitation. Remedial coursework will not be counted towards the maximum time-frame.

## Repeated Coursework

If a student receives an F the first time they take a course and subsequently passes the course with a D, the student may only receive financial aid once to improve their D grade.

## Repeated Coursework and Enrollment Status

Repeated courses may include any repetition of the course in a student's enrollment status for a term as long as the student has never passed the course. If the student passes the course, Sussex may include one repetition after passing the course. Any second or subsequent repetition of the passed course may not be included in the student's enrollment status for purposes of Federal and State aid programs.

## Transfer Credit

Sussex will count transfer credit hours that are accepted toward a student's educational program as both attempted and completed hours.

## Change of Major

Students can change their major twice without affecting their Maximum Time Frame. Students seeking a second degree or with double majors are monitored like any other students under this policy. Sussex will count credits earned and attempted from a previous major towards a student's maximum time frame. If or when the student exceeds the maximum time frame allowed for their respective programs, students may appeal if they have mitigating circumstances. All transfer hours accepted by Sussex will be included when determining maximum time frame eligibility.

## The Financial Aid SAP Process

**Warning:** Students not making satisfactory academic progress after their first semester will be placed on a Warning status and notified accordingly. During a period of Warning, the student will continue to receive Title IV and State aid automatically for one semester.

**No Aid Status (Suspension):** If, after the Warning period, the student does not meet SAP standards, the student is placed on Financial Aid No Aid Status (Suspension) but has the right to appeal if there were extenuating circumstances. Sussex may choose to reinstate federal and state eligibility based on the appeal.

**The Appeals Process:** The circumstances under which a student would be permitted to submit an appeal are: death of a relative, injury or illness of the student, or other special circumstances. A student will be required to submit (as part of the appeal process), the completed appeal form, a



signed letter indicating why the student failed to make SAP, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. In addition, the student should submit any documentation available to support their extenuating circumstance such as a letter from their doctor, hospital bills, police reports, etc.

NOTE: Special provisions as sanctioned by the Federal Department of Education have been provided due to the disruptions of campus operations or illness as a result of COVID-19. Contact the Financial Aid Office for further details.

An appeal may be approved only if the school has determined that the student will be able to meet SAP standards within the maximum time frame.

Subsequent appeal submissions require prior approval from the Director of Financial Aid. Subsequent appeals cannot be submitted for the same reason as the previous appeal.

**Financial Aid Probation:** Once the appeal is granted and an academic plan is created, the student is then placed on Financial Aid probation. A student on Financial Aid Probation may receive federal and state funds for one payment period. If after the one semester of Probation, the student still does not meet SAP standards, the Financial Aid Office will determine if the student met the terms of their academic plan. If the terms of the academic plan are met, the student will be eligible to continue on a Probation status for an additional semester and will again be re-evaluated at the end of the term. During this time, the student will continue to receive their financial aid. If the terms of the Academic Plan are not met, the student will lose their financial aid eligibility until the minimum standards of Satisfactory Academic Progress are met.

**Academic Plan:** Part of the successful appeals process will be the development and acceptance of an Academic Plan. The Academic Plan is set up to help the student meet the standards for academic progress. At the end of the semester of probation, the Financial Aid Office will determine if the student is meeting the minimum standards for Satisfactory Academic Progress.

## How to Keep Financial Aid Eligibility

What Happens	Your Financial Aid Status	What you need to do
If your GPA drops below a 2.0	Warning: You may continue to receive financial aid for one semester	Raise your GPA to a 2.0 or higher.

<p>Or, if your overall completion rate is less than these criteria;</p> <table border="1" data-bbox="142 247 532 541"> <thead> <tr> <th>Credits</th> <th>Completion Rate</th> </tr> </thead> <tbody> <tr> <td>0-12</td> <td>50%</td> </tr> <tr> <td>13-18</td> <td>60%</td> </tr> <tr> <td>19+</td> <td>67%</td> </tr> </tbody> </table>	Credits	Completion Rate	0-12	50%	13-18	60%	19+	67%	<p>Warning: You may continue to receive financial aid for one semester</p>	<p>Raise your completion rate per the chart to become eligible for financial aid.</p>
Credits	Completion Rate									
0-12	50%									
13-18	60%									
19+	67%									
<p>After you have exhausted your semester of Warning, if your GPA remains below a 2.0 and/or your overall completion rate is less than the criteria stated above.</p>	<p>Removal of financial aid</p>	<p>You can appeal if you have mitigating circumstances. If your appeal is approved, you will need to successfully complete the academic plan associated with your appeal.</p>								
<p>If you attempt over 150% of your program of study (major)</p>	<p>Suspended: You are not eligible for financial aid</p>	<p>You can appeal if you have mitigating circumstances. If your appeal is approved, you will need to successfully complete 100% of all classes and are required to maintain an overall GPA of 2.0 or higher.</p>								
<p>If you have completed your semester of probation and have not successfully completed the academic plan associated with your appeal.</p>	<p>You are not eligible for financial aid</p>	<p>You can regain eligibility after taking classes at your own expense and meeting the minimum requirements of 2.0 GPA and a completion rate in accordance with the chart within the 150% time-frame.</p>								

## Regaining Financial Aid Eligibility

- A student who has lost financial aid eligibility may regain eligibility after taking classes at their own expense (self-pay) and meeting minimum requirements of 2.0 GPA and a completion rate in accordance with the completion rate chart within the 150% time frame.
- It is the student's responsibility to notify the Financial Aid Office when these

conditions have been met.

- All classes (including those taken at other institutions) will be taken into consideration for reinstatement purposes.
- Students who exhaust the 150% time frame and have used their one appeal cannot have financial aid reinstated at Sussex.

## Completion Rate Worksheet

	Enter your hours	Sample
Total Credit Hours Earned	_____	25
Divided by	/	/
Total Credit Hours Attempted	_____	35
Equals	=	=
Completion Rate	_____	71.4%

## Federal Return of Title IV Funds Policy

Students who withdraw from the College must do so in writing. Students who stop attending must immediately notify the Financial Aid Office. Financial aid will be prorated according to federal regulations. Refunds to federal aid programs will be accomplished in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other Title IV aid programs
7. Other federal sources of aid
8. Other state, private, or institutional aid
9. The student

NJ state aid will be removed if withdrawal occurs during the refund period or if the student withdraws from class(es) before state aid is finalized. All or part of NJ state aid may also be rescinded if students are reported at the end of the term as having stopped attending prior to disbursement of their state aid. If the student has been paid with federal funds to cover non-billed educational costs (i.e., transportation) and subsequently withdraws or stops attending, a repayment of federal funds may also be required. Students are encouraged to check the financial aid website for updates to the policy or call the Financial Aid Office for any specific regulation updates due to COVID-19.

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## Refund Policy – Tuition and Fees

Students who drop/withdraw from classes, in which they have been officially registered, offered by Sussex or one of its contracting institutions, shall be eligible for a refund in accordance with the posted refund dates (see **[Academic Calendar \(/academics/academic-calendar/\)](/academics/academic-calendar/)** for the exact date each semester) provided the drop/withdrawal procedure has been followed. (See **[Withdrawal from Classes \(/current-students/student-handbook/registration/#withdraw\)](/current-students/student-handbook/registration/#withdraw)**).

Students may file an Add/Drop/Withdrawal Form (available in the Student Success Center) at the Registrar's Office or in writing via their SCCC student email to [registrar@sussex.edu](mailto:registrar@sussex.edu) (<mailto:registrar@sussex.edu>). Requests must include the student's name, student ID number, semester, and course.

Please see the **[Academic Calendar \(/academics/academic-calendar/\)](/academics/academic-calendar/)** for refund and withdrawal dates. There are no partial refunds after the 100% refund date.

## Refund Policy – Medical Appeal

Students who withdraw from all classes due to documented medical circumstances after consecutively missing 20% of the semester prior to withdrawal may qualify for a one-time 50% tuition-only credit (fees not included) or a 50% cancellation of tuition-only debt (fees not included). A partial reduction in classes may also be considered if accompanied by appropriate documentation from a licensed healthcare or mental healthcare professional, citing a specific need to reduce the overall course load. A Medical Appeal may be requested during the semester the illness occurs, but no later than 30 days from the end of the semester.

The decision to award a 50% tuition-only credit or 50% tuition-only debt cancellation shall be at the sole discretion of Sussex County Community College.

Financial aid students should contact the Financial Aid Office to review the impact on their aid. Please inquire at the Registrar's Office (B217) for the most updated policy and procedures.

## Refund Policy – No Shows

Students who are "No Shows" (defined as not attending class throughout the first ten days of a

semester, or equivalent time for a shorter term, as indicated by the faculty on the tenth day or equivalent roster), will be dropped from the class. This drop will be the same as a student-initiated drop and will not appear on the student's transcript. The student will be notified via email.

A dropped class may affect the enrollment status of a student (i.e. dropping from full-time to part-time). A student who fails to notify the College of non-attendance will be charged a \$50 per course Administrative Withdrawal fee.

Reinstatement to a class from which a student has been dropped as a "No Show" will require the student to contact the faculty member for approval to be reinstated. The faculty member must email [registrar@sussex.edu](mailto:registrar@sussex.edu) (<mailto:registrar@sussex.edu>) to acknowledge the student is attending the course.

Reinstatement requests must be emailed to the Registrar's Office [registrar@sussex.edu](mailto:registrar@sussex.edu) (<mailto:registrar@sussex.edu>) by the date indicated on the "No Show" notification letter from the Registrar.

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## Scholarships

The Foundation awards scholarships each year to deserving students. Scholarships from hundreds of generous donors offer funding support to help Sussex students bridge the gap between tuition and financial aid. Scholarships are offered and awarded once annually, prior to the Fall semester for the upcoming academic year, and may cover items such as tuition, fees, and books. Scholarships range from \$250-\$2,000. For more information about different scholarships and funding support available, students can visit the Foundation, the Financial Aid Office, or the [website \(/admissions/paying-for-college/scholarships/\)](/admissions/paying-for-college/scholarships/).

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## Tuition & Fees

See the [Tuition and Fees \(/admissions/paying-for-college/tuition-and-fees/\)](/admissions/paying-for-college/tuition-and-fees/) page.

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# REGISTRATION

## Add/Drop Courses

Courses may be added only through the first five days of the fall and spring semesters and dropped through the first ten days of the fall and spring semesters, or equivalent time for a summer, short term, and winter term (see the **Academic Calendar (/academics/academic-calendar/)** for the exact dates each semester). Add/Drop days are pro-rated for sessions less than a full fall or spring semester. Students can add and drop courses through the student portal through the first five days of the fall and spring semesters. Students may complete an official **Add/Drop form (/media/10957/drop-add-form-revised-sept-15.pdf)** and submit this form to the Registrar's Office, email from their Sussex email account or withdraw by mail or fax with a request bearing an original signature. The postmark on such written notification will be used to determine percentage of refund, if any. Dropped courses are removed from the transcript and thus do not count towards enrollment, financial aid, deferrals, health insurance, and athletic eligibility.

Students who neglect to follow official procedures and who stop attending classes will be assigned the grade of "FN" at the end of the semester or term. To avoid unnecessary costs and penalties, students are advised to discuss all Add/Drop procedures with their advisor. Students may withdraw from a class during the published withdrawal period but withdrawal procedures must be strictly followed. No refunds are available past the posted refund policy deadline.

Students receiving financial aid must stop in the Financial Aid Office to determine if the drop/withdrawal will have any effect on aid.

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## Auditing Classes

Students may choose to enroll in a course, tuition free, on an audit basis with the understanding that neither a grade nor credits can be assigned to the course(s) selected for audit. Audit status must be declared in the Registrar's Office by the tenth day of the semester (see the **Academic Calendar (/academics/academic-calendar/)** for the exact dates each semester). Students attempting to audit a course shall have satisfied all prerequisite requirements for that course on a credit basis unless they obtain a prerequisite waiver from the appropriate division dean or department chair. All fees are charged for the courses audited.

Students may not change from credit to audit or from audit to credit status after the tenth day of the semester. Audited courses appear on the student's transcript with a grade of "AU" and do not

satisfy prerequisite requirements or indicate mastery of the subject material.

Additionally, courses taken on an audit basis are not approved for veterans' training, financial aid, or tuition waivers (with the exception of Sussex employees electing to audit a class as part of the standard tuition waiver benefit). Forms requesting a change from credit to audit status and vice versa are available in the Registrar's Office.

Faculty members in charge of the course being audited shall be responsible for determining the extent to which auditing students participate in class assignments and other activities.

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## Change of Address/Name

To affect a change in address, a student can update their address on the [my.sussex.edu](http://my.sussex.edu) (<http://my.sussex.edu>) portal, email [registrar@sussex.edu](mailto:registrar@sussex.edu) (<mailto:registrar@sussex.edu>) from their student email, or complete a Change of Address/Name Form available at the Registrar's Office in the Administration Building, B217. Changes of address from out-of-county to in-county requires documentation to prove the in-county address such as a driver's license, lease, tax document or a voter registration card. All documentation needs to be presented by the tenth day of the semester (see [Academic Calendar \(/academics/academic-calendar/\)](#) for the exact date each semester) in order for the tuition to be changed for the current semester.

To affect a change of name, a student must complete a Change of Address/Name form available at the Registrar's Office in the Administration Building, B217. A change of name requires documentation such as a marriage license, court order, social security card or other legal document which substantiates the change.

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## Classification of Students

- **Full-time:** A student carrying 12 or more credits per semester.
  - **3/4-time:** A student carrying 9–11 credits per semester.
  - **Half-time:** A student carrying 6-8 credits per semester.
  - **Part-time:** A student carrying 1-5 credits per semester.
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## Confidentiality of Student Records

See [Family Educational Rights and Privacy Act of 1974](#) (FERPA).

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## Course Delivery Methods

## Sussex offers the following course delivery methods:

- **In-person Courses:** Taught with an instructor and students in a classroom setting at a specified campus location.
- **Hybrid Course:** A course with both in-person instruction AND online instruction (students must log in to CANVAS on a computer for part of the course).
- **Online Courses:** Provides students with maximum flexibility with their weekly schedule. Proctored exams may be required, either in-person or remotely on camera using Honor Lock services. (Asynchronous).
- **Remote Delivery Courses:** A course offered at a specific day and time using technology and live instruction via CANVAS LMS using a computer. May require exams proctored on camera through Honor Lock services. Similar feel to an in-person class experience than online courses. (Synchronous).
- **Remote Hybrid Courses:** A course with live instruction (students must log in to CANVAS on a computer for part of the course, and then EITHER an entirely online instruction OR in-person instruction at a specified campus location).

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## Declaration of Major / Change of Major

Students are best advised to select a major at the point of admission; however, a student may select a major or change a major at any point by filing a Declaration/Change of Major form or emailing [registrar@sussex.edu](mailto:registrar@sussex.edu) (<mailto:registrar@sussex.edu>) from their Sussex student email. Emailed requests should include the following:

1. Name
2. Student ID Number
3. Current Major
4. New Major
5. Dual Major – Students who wish to declare 2 majors only.
6. Did you ever receive a degree/certificate from SCCC? If yes, major and year?
7. Do you receive any type of financial aid? *Yes or No*

Students receiving financial aid must have their form approved by the Financial Aid Office. Forms are **available online** (<http://sussex.edu/current-students/register-for-classes/declarechange-of-major>) or at the Registrar's Office in the Administration Building, B217.

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## Family Educational Rights and Privacy Act (FERPA)

Annually, Sussex County Community College informs students of the FERPA Act of 1974, as amended. This Act was designed to protect the privacy of educational records. FERPA affords students certain rights with respect to their educational records. These rights include:



1. The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student should submit a written request to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Sussex has designated certain information in the education records of its students as directory information for the purposes of FERPA. Directory information will be released at the discretion of the College and without the consent of the student unless the student informs the Office of the Registrar in writing within the first ten class days that any or all such information about him or her is not to be made public without their written consent.

The following is considered directory information at Sussex: name, address, major, sports participation, height and weight of the sports team members, dates of attendance, full or part-time enrollment status and degrees, honors and awards received. Information will be

made available to the parents of a student only when written permission is received from the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sussex County Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-4605

Copies of a more detailed policy statement may be obtained at the Registrar's Office.

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## Graduation

All students must apply for graduation.

Students anticipating graduation **MUST** file a graduation application (whether or not they plan to participate in the commencement ceremony) available at the Registrar's Office or **online** (**/current-students/graduation/**). There is no fee.

There are three graduation dates per year, January, May, and August. Only one commencement ceremony is conducted, and that is held in May. All students wishing to participate in the May commencement ceremony must apply by March 1st.

### Application Deadlines:

- January Graduation: Apply by December 1st
- May Graduation: Apply by March 1st
- August Graduation: Apply by July 1st or March 1st if wishing to participate in the May commencement ceremony

Students are strongly urged to file their application early in the preceding semester. Students filing early will have a documented review of their credentials and any outstanding course work to guide them through the registration process.

### Graduation Requirements:

- Students are subject to the academic requirements outlined in the catalog/check sheet used during the year they entered the College with a declared major. When a student declares or changes their program/major, the program/major requirements that are in effect at that time will apply, as set forth in the **College Catalog** (**<http://catalog.sussex.edu>**).
- Students will be invited to the May commencement ceremony of the year they apply. Students who apply late may miss the opportunity to participate in the May Commencement Ceremony. Students participating in the May Ceremony will become graduates upon

successful completion of all program requirements.

- Degree candidates are required to satisfy all prerequisites courses.
- You must complete all required coursework with no less than a cumulative 2.0 average.
- You must fulfill all graduation requirements, including the Foundations for Success and the Capstone Course for their program.
- Students should check with their respective advisors or the Student Success Center to determine specific responsibilities.

Students with outstanding obligations to the College will not receive transcripts or a diploma until such obligations have been satisfied. Outstanding obligations may also prevent a student from registering for classes.

## Graduation/Transfer Disclosure

Federal law requires that each institution of higher education report the degree completion/transfer rate of the previously entering freshman classes to its applicants and students. (A freshman class is defined as new, full-time degree or certificate students). The Graduation Rate for first-time, full-time students entering the fall 2015 semester was 33%, and the Transfer Rate was 19%.

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## Immunization Requirements

New Jersey State law requires that all full-time community college students provide proof of the following immunizations (immunization certificates required):

- 2 doses of the measles vaccine
- 1 dose of the mumps vaccine
- 1 dose of the rubella vaccine
- 3 doses of the Hepatitis B vaccine
- 2 doses of the Meningococcal vaccine (beginning with Fall 2020 incoming students)

Students whose religious principles prohibit injections may request a religious exemption; an essay of explanation is required. Students may request a medical exemption if the vaccine is medically contraindicated; a statement by a licensed physician is required. Full-time, matriculated students who have not fulfilled all requirements may be barred from full-time registration after their first semester.

**[MORE INFORMATION \(/CURRENT-STUDENTS/IMMUNIZATION-RECORD\)](/CURRENT-STUDENTS/IMMUNIZATION-RECORD)**

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# Matriculated Students

Matriculated students are those students who have declared a major and are pursuing courses towards their degree.

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## Registration/Registrar's Office

**Located:** Administration Building, B217

**Phone:** 973-300-2214/2217

**Email:** [registrar@sussex.edu](mailto:registrar@sussex.edu) (<mailto:registrar@sussex.edu>)

**Office Hours:** Monday-Friday: 9:00 am–5:00 pm

The Registrar's Office handles registration, add/drops, withdrawals, grades, transcripts, enrollment certifications, graduation, transfer credit evaluations, and immunization records.

Registration is the specified time period prior to each semester reserved for students to select their course(s).

Registration is held preceding the fall, winter, spring, and summer semesters (the process involves academic advisement, scheduling, and billing). Registration is held daily, and students may register through the add period of classes (see the [\*\*Academic Calendar \(/academics /academic-calendar/\)\*\*](#) for the exact date each semester).

Students meeting specific requirements may be granted permission by their advisor/counselor to register online through the [my.sussex.edu](http://my.sussex.edu) (<http://my.sussex.edu>) portal.

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## Residency Requirement

In order to qualify for in-county status regarding tuition charges, a student is required to present evidence of their permanent Sussex County residence if the move in-county occurs after applying. Residency status is made in the Registrar's Office, B217.

See [Change of Address/Name \(/current-students/student-handbook/registration/#address\)](#) for more information.

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## Transcripts

A transcript is the official record of a student's academic performance. Students may request official transcripts to be sent to other institutions, for scholarships and to employers. Students may also request an unofficial transcript for their personal use. Students can also access their

records and print out an unofficial transcript through the password-protected [my.sussex.edu](http://my.sussex.edu) (<http://my.sussex.edu>) portal.

Transcripts can now be sent electronically through the National Student Clearinghouse. Visit [sussex.edu/transcript](http://sussex.edu/transcript) ([/student-support/student-success-center/transfer-services/transcript-request/](http://sussex.edu/student-support/student-success-center/transfer-services/transcript-request/)) and click on Request Your Transcript. You can complete the request for a transcript on their site. There is a \$5.90 fee for all transcript requests. If you do not want to request your transcript electronically you can request a paper transcript to be mailed. The transcript request form is located **on our website** ([/student-support/student-success-center/transfer-services/transcript-request/](http://sussex.edu/student-support/student-success-center/transfer-services/transcript-request/)). Transcripts cannot be faxed or emailed.

Transcripts are not available on demand. Transcript requests are processed on Tuesday and Thursday each week so students should plan accordingly if there is a deadline you need to meet. However, no transcripts will be sent for any student with an outstanding obligation to the College.

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## Transfer Credit Procedure

Students seeking transfer credit should follow the procedure outlined below:

1. A student wishing to transfer credits to Sussex must submit an Application for Admission with a declared major have official transcripts from previous colleges sent to the Registrar's Office, and be registered for classes. Upon registration, an official evaluation will be done and a report will be sent to their Sussex email.
2. Sussex will accept a maximum of 50% of the credits required for a degree (AA, AS or AFA) or certificate or up to 39 credits for an AAS degree for credits earned at other institutions, by experiences and/or by examination (CLEP, AP, or Challenge) in order to complete requirements for a degree from Sussex. If science and computer courses are older than eight (8) years, students will be required to repeat them. (For the PCCC Nursing Program there is a five-year limit on sciences, from the date of the course completion.)
3. These credits will be entered in the Credits Earned column of the transcript and will not affect a student's quality-point average.
4. Transfer credits earned at other institutions are entered on the transcript only after a student has been accepted and matriculated in a curriculum.
5. A minimum grade of "C" or its equivalent is required for transfer credit to be applicable to a student's certificate or associate degree curriculum.
6. Special accredited courses and other training will be evaluated (i.e. Ponsi, banking, ACE, military) on an individual basis.

7. International students must have their foreign transcripts translated and evaluated into US equivalents by a National Association of Credential Evaluation Services (NACES) member.

Please see the Registrar's Office for the complete Transfer Credit Policy.

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## Withdrawal From Classes

A student planning to withdraw/drop from Sussex classes must do so in writing. Any student who does not withdraw/drop in writing before the posted refund calendar dates (see **Academic Calendar (/academics/academic-calendar/)** for the exact date each semester) will be liable for payment of full tuition and fees. Failure to attend class does not constitute an official withdrawal. Students may email registrar@sussex.edu from their Sussex email account or withdraw by mail or fax with a request bearing an original signature. The postmark on such written notification will be used to determine percentage of refund, if any. Full payment of tuition and fees and an "FN" grade may result if written notification is not provided to the Registrar's Office.

Withdrawal Forms are available in the Student Success Center and must be filed in the Registrar's Office.

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## Prerequisites and Other Course Requisites

**Prerequisite:** a course or courses a student must successfully complete before registering for a more advanced course in the same or related subject area. In many cases, a student must pass a prerequisite course with a grade of C or above before enrolling in a subsequent course.

**Corequisite:** a course or courses a student must take at the same time or have successfully completed in advance when registering for a particular course.

**Concurrent Requisite:** two or more courses a student must take at the same time.

# STUDENT SERVICES & CAMPUS LIFE

## Admissions

**Located:** Administration Building, B204

**Phone:** 973-300-2223

**Email:** [admissions@sussex.edu](mailto:admissions@sussex.edu) (<mailto:admissions@sussex.edu>)

**Office Hours:**

Monday-Friday: 9:00 am–5:00 pm

Consideration for admission is given to all high school graduates, home-schooled students or those holding a HSE (or GED) certificate, or other persons 18 years or older. Consideration will also be given to home-schooled students between 16 and 18 years of age for part-time enrollment.

Students must send their high school transcripts, if available.

Consideration for conditional admittance may be given to applicants not meeting the guidelines for regular or special admittance programs. All decisions will be on an individual basis and must have the approval of an academic dean and/or vice president.

Sussex County Community College reserves the right (as governed by law) to deny/revoke admission to any applicant who the College reasonably believes represents a threat to themselves or to the welfare of the academic community or who otherwise does not display the ability to benefit from the educational services or through participation in the educational programs provided by the College.

Admission to the College does not guarantee admission to limited enrollment programs governed by specific standards and separate admissions boards.

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## Alumni

The College Foundation provides opportunities for alumni to continue their relationship with the College after graduation. The Foundation enlists alumni volunteers to help advocate for and promote College initiatives, as well as offering networking, volunteer, and advocacy opportunities. Alumni are encouraged to follow the College Foundation on social media or visit [our website](http://sussex.edu/alumni) (<http://sussex.edu/alumni>) for information on upcoming, special events, volunteer opportunities and meetings.

Those interested in becoming involved in alumni-related activities at the College, please contact Todd Poltersdorf, Associate Dean of Athletics, Alumni and Student Discipline at 973-300-2252 or [tpoltersdorf@sussex.edu](mailto:tpoltersdorf@sussex.edu)

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## Anti-Bullying Bill of Rights Act

Sussex County Community College prohibits harassment, intimidation, or bullying. Students violating this policy will be subject to disciplinary action (see **Student Code of Conduct and Due Process**). A definition of harassment, intimidation, or bullying that at a minimum includes any gesture, any written, verbal or physical act, or any electronic communication 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 the property of the institution of higher education or at any function sponsored by the College.

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## Athletics

Sussex is a member of the Garden State Athletic Conference (GSAC) and National Junior College Athletic Association (NJCAA-Region XIX). Sussex fields teams in men's basketball, baseball, lacrosse, football, wrestling and soccer and women's basketball, softball, soccer, and volleyball. Partial tuition scholarships are offered in baseball and women's soccer. Athletic eligibility is determined by the NJCAA and adopted by the GSAC. Sussex adheres to all rules set forth by the NJCAA and GSAC. The Athletic Office is located in the Academic and Athletic Building (E).

## Athletes Attendance Regulation

Sussex coaching staff and counselors make every attempt to provide student athletes a schedule that will not conflict with their athletic program schedules. However, occasionally a student athlete will need to miss a class in order to participate in intercollegiate contest(s) and/or to allow travel time to such contest(s). Student athletes, managers, and statistician personnel are excused from class to participate in scheduled games and scrimmages. However, it is the responsibility of the student athletes, managers, and statistician personnel to inform the instructor(s) prior to the date they will be absent and to receive and complete any missed assignments during their absence. Student athletes, managers, and statistician personnel are not excused from class for any practice sessions. Any student athlete accruing excessive unexcused absences will be subject to disciplinary action.

**ATHLETIC SCHEDULES ([HTTP://SUSSEXSKYLANDERS.COM](http://sussexskylanders.com))**



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## Bias Incidents

Unlawful acts upon persons or property, committed on the basis of race, creed, color, ethnicity, sexual orientation, or religion, seriously undermine the harmony and quality of life of the entire College community. Bias incidents, as they are termed, are extensively investigated by the College in conjunction with the local police bias department and the County Prosecutor's Office. All members of the College community are required to report such incidents promptly to the Associate Dean of Athletics, Alumni, and Student Discipline at 973-300-2252, in person, or by completing an Incident Report with Security at 973-300-2222.

Confidential Resources keep your identity and information private and anonymous. Counselors are confidential resources. SCCC Counseling Services is located in B206 973-300-2207; [advising@sussex.edu](mailto:advising@sussex.edu).

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## Campus Life & Student Engagement

**Located:** Student Center, D105a

**Phone:** 973-300-2200

The Office of Campus Life and Student Engagement is devoted to enhancing the educational experiences of college students by implementing a holistic approach to co-curricular and extra-curricular programming. The Office of Campus Life and Student Engagement works to develop programming that enriches student's educational experience by providing opportunities to engage in social, cultural, intellectual, recreational, and civic pursuits that will serve to augment their academic pursuits.

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## Campus Store

The Campus Store is operated by the Business Entrepreneurial Club and administration division of Sussex County Community College and is located in the Student Center.

Students can purchase books online at the **Campus Store** (<http://sussex.ecampus.com>).

Books will not be able to be picked up on campus amid new health protocols. Before finalizing your purchase, please review your delivery options and insert your personal mailing address as the purchase destination. Campus Store hours and policies are posted online.

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## Cell Phones

The use of cell phones in class is prohibited except with the specific approval of the faculty

member or in the event of an emergency. The use of cell phones or similar devices capable of sending and receiving messages and/or storing data is prohibited during testing. Electronic devices must not be visible in or around the test area. Students should communicate with their instructor in the event of an emergency requiring the use of their cell phone in class.

Calculators may only be used with the express consent of the faculty member.

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## Clubs and Organizations

The College encourages the active formation of, and participation in student clubs and organizations. The Student Government Association (SGA) oversees the chartering and management of student clubs and organizations. Student Clubs and Organizations are organized by, and for students.

Forms to start a new club are available in the Campus Life Office in the Student Center, D105a.

Take the opportunity to leave your mark as a Skylander and get involved in Student Clubs and Organizations!

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## College is a Free Speech Zone

Sussex County Community College believes safety and freedom of speech are connected. External behaviors that shut down or diminish the speech of others are not themselves free speech. Opinions that are offensive to others will be accepted as the opinion of free-thinking persons. However, bullying is a definable behavior characterized, in part, by insistent and persistent talking over other people and using words as an attack tool that shuts down other people's ability to speak. This classroom, college campus will vigorously maintain safety for everyone to preserve the first amendment with its duties and privileges.

Mocking, debasing, and deriding people based on race/ethnicity, sex, gender, sexual orientation, country of origin, physical ability, or other aspects of identity are all examples of potential "deep offense" to an audience. These are often the tools of attack speech that shut down the speech of others. Such examples can also be violations of civil rights protection laws.

### *HATE-FILLED SPEECH DESTROYS FREE SPEECH*

It is the responsibility of all staff and faculty members to defend the First Amendment and productive, helpful, and educational academic dialogue.

Should a student feel unsafe in this room, s/he is encouraged to discuss it with the staff or faculty member present and, if necessary, to report their concerns of the:

- Vice President of Student Success and Institutional Effectiveness, Room B204
  - Associate Dean of Athletics, Alumni, and Student Discipline, Room E204
  - Associate Vice President of Academic Affairs, Academic Affairs Office, Room B300
  - Chief Operating and Human Resources Officer, Student Center, Room D313
  - Senior Vice President of Academic & Student Affairs, Academic Affairs Office, Room B301
- 

## Educational Opportunity Fund (EOF)

The **Educational Opportunity Fund (/student-support/educational-opportunity-fund/)** (EOF) program advances college access, affordability and student success for underrepresented scholars in New Jersey. The EOF program was established by the New Jersey Legislature to provide support services to students who face economical and educational obstacles. The program offers services that promote academic and personal excellence to assist students in reaching their full potential. To find out more about the EOF Program and eligibility requirements contact [eof@sussex.edu](mailto:eof@sussex.edu) (<mailto:eof@sussex.edu>), 973-300-2347, or visit D114.

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## Email

All registered students will be issued an official Sussex **student email** (<https://mail.google.com/a/student.sussex.edu>). The account details are emailed to the student's personal email at the time of admission.

All College communication, including messages to and from professors and College staff, will only be sent to the student email. Staff and faculty are instructed not to respond to emails from commercial accounts (i.e. Yahoo, Hotmail, Gmail, etc.).

## IT Services

If you are difficulty logging in to any of our online resources, contact the Information Technology (IT) Help desk for help:

**Email:** [itservice@sussex.edu](mailto:itservice@sussex.edu) (<mailto:itservice@sussex.edu>)

**Phone:** 973-300-2333

**Room:** B106

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## Employee and Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

Sussex County Community College is an educational institution committed to maintaining an environment which allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. The College is committed to the premise that its students and employees shall learn and work in a drug and alcohol free environment. Sussex County Community College in no way will condone the illicit use of alcohol and drugs by either its employees or its students and will not foster or promote any such activity. In accordance with the policy approved by the Board of Trustees of Sussex County Community College on (initially adopted: February 20, 1990; revised: August 28, 1990, May 24, 2016, and September 22, 2020) and in accordance with public Law 101-226, the College declares that it will make every effort to provide its students and employees with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs. The College is committed to promoting the wellness and positive self-development of its students and employees. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibit students and employees from attaining the benefit of their learning and/or work experience, expose them to serious illness and health risks and therefore, are prohibited.

The College will impose disciplinary sanctions on students and employees that may include expulsion or termination of employment and referral for prosecution for violations of the standard of conduct. Such disciplinary sanctions may include the completion of a rehabilitation program.

## **I. Standards of Employee Conduct**

Authorization for the possession, consumption, or distribution of alcoholic beverages on College premises or at any College function, meeting or event requires written permission (10 business days before the event/purchase) by the College President.

College employees, including student employees, are prohibited from reporting to work and/or from operating or using any College equipment, machinery, or vehicle while under the influence of alcohol or controlled substances.

## **II. Sanctions for Violation of Employee Standards of Conduct**

Any employee found to be in possession of an unauthorized controlled substance may be initially suspended without pay for a period not to exceed fifteen (15) days during which an investigation will be conducted. A recommendation for suspension shall be made by the employee's supervisor, the Chief Operating and Human Resources Officer and the President. Local, state, and federal laws which apply to unlawful possession, use or distribution of illicit drugs or alcohol will be enforced and nothing herein shall be construed so as to prevent College officials from referring any matter to local law enforcement agencies.

If there is reasonable cause to suspect that an employee is under the influence of alcohol or a controlled substance during work hours, that employee shall be immediately suspended from

their duties with pay. The College may require that the employee undergo testing for the usage of controlled dangerous substances, including alcohol, to ascertain whether the employee is, in fact, under the influence of such substances. Physical examinations and testing shall be completed at a facility designated by the College. The College shall bear the cost of such tests. In the event that the test(s) result in a positive finding, the employee may be suspended for up to fifteen (15) days without pay.

If an officer or employee is convicted of or pleads guilty to a violation of any criminal drug statute, occurring in or related to the workplace, they must notify the Chief Operating and Human Resources Officer and their immediate supervisor, in writing, of said conviction no later than five (5) days after such conviction. The College is required by and mandated under the Drug Free Workplace Act of 1988, 34 CFR, Part 85, Subpart F, to report any conviction for violation of a criminal drug law in or related to its workplace, of which it has been notified, to the federal government within ten (10) days of receiving notice of said conviction. The College shall take one of the following actions with respect to any employee convicted of a violation of a criminal drug statute occurring in or related to the workplace within thirty (30) days thereof: (1) take appropriate personnel action against such employee, up to and including termination; or 2) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Employees are encouraged to report to the Chief Operating and Human Resources Officer or the Director/Supervisor to whom they report any knowledge or evidence that is directly or indirectly related to the possession or sale of drugs anywhere on the College campus or at any time during a College-related activity.

### **III. Standards of Student Conduct**

In order to provide for the maximum comfort, convenience and well-being of the total College community, certain standards of behavior have been established at Sussex County Community College. Upon admission to the College, all students accept an unqualified commitment to adhere to such standards and to conduct themselves in a manner that reflects pride in themselves and the College. Such actions as academic dishonesty, abuse of property and possession of alcoholic beverages or illegal drugs are in violation of the College's standards and are cause for disciplinary action. In the Student Code of Conduct, II. A. 9, "the manufacture, possession, sale or use of controlled or illegal substances, including alcohol..." is a specific violation of student conduct at Sussex County Community College.

### **The College alcohol policy specifies the following standards of conduct:**

1. All persons desiring admittance to any social event where alcoholic beverages are dispensed shall be required to show documentation of their identity, age, and College affiliation in the presence of the licensee or designee of the College prior to admission. All

persons meeting said admission requirement will be identified for the service of alcoholic beverages. Such identification will be made obvious to the licensee or designee of the College.

2. Each Sussex County Community College student member is permitted the admission of one guest, not affiliated with the College, provided said guest complies with the procedure described in number 1 above. The host is responsible for the respective guest's conduct at all times according to the Student Code of Conduct.
3. Persons exhibiting any signs of intoxication will not be granted admission to the function.
4. Minors not affiliated with Sussex County Community College will not be granted admission to the function.
5. In accordance with the Municipal Code of the town of Newton, members of the campus community who are minors are allowed on the premises where alcoholic beverages are served, but are not allowed to be served or consume alcoholic beverages. Any member of the campus community who is a minor will be admitted to the social event, but will not receive identification and will not be recognized for the services of alcoholic beverages.
6. Students bearing alcoholic beverages, purchased privately, will not be granted admission to the social event.
7. Sanctions for Violation of Standards of Student Conduct

The College's Student Code of Conduct specifies that, "The College reserves the right to suspend or dismiss students for failure to conform to its rules and regulations or for conduct detrimental to the best interest of others. In exercising this right, the College may subject students to disciplinary action..."

## **Specified sanctions are noted below:**

1. **Warning:** Oral or written expression that a student is in violation of the Code of Conduct;
2. **Social Probation:** Exclusion of individual students or student groups from participating in college activities for a specific period of time;
3. **Interim Suspension:** Exclusion from classes and/or other college activities for a specific period of time (not to exceed 15 days) pending final determination of an alleged violation, to be evoked when the student's or group's presence on campus represents a clear and present danger to the student, the group, or others;
4. **Suspension:** Exclusion from classes and other college activities for a specific period of

time;

5. **Expulsion:** Permanent exclusion from classes and college activities.

For chartered student organizations serving alcohol at campus social events, the Senior Vice President of Academic and Student Affairs (or their designee) has jurisdiction over sanctions for organizational misconduct as follows:

1. Review cases of organizational misconduct at events serving alcoholic beverages.
2. Designation of appropriate disciplinary action.
3. Applicable Legal Sanctions – Local, State and Federal Law

Local, state, and federal laws which apply to underage consumption and use of drugs and alcohol (including motor vehicle violations) will be fully enforced at Sussex County Community College.

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## Foundation

The **Foundation** ([/about-sussex/college-foundation/](#)) supports the College through fund-raising and relationship-building efforts. Funds are generated through annual giving campaigns, special events, and grants. The funds raised support student success, academic support, faculty and staff support, and innovation, which opens doors for countless members of our community.

To contact the Foundation Office: 973-300-2121 or [foundation@sussex.edu](mailto:foundation@sussex.edu) (<mailto:foundation@sussex.edu>)

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## Horton Nutrition Center

The **Horton Nutrition Center** ([/current-students/horton-nutrition-center/](#)) is located in the Student Center, Room 114. The College understands food insecurity is a challenge our students and community members face daily. Our mission is to help feed student success and drive the community forward with the promise of a better tomorrow. The Horton Nutrition Center is a self-serve pantry that provides nutritious “to go” foods that students can eat while on campus along with non-perishable food items for home preparation.

The Horton Nutrition Center is open and accessible to all Sussex students, during normal college campus hours.

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## Identification Card (ID) Procedures

Each Sussex student will be issued a Student Identification Card (ID). Students must have their Student ID card in their possession at all times. It must be presented as proof of enrollment when requested by college officials. For any transaction at the College, students will be asked to present this ID.

## **ID Card Procedures**

Student ID cards are issued at the Security Office, located in the Student Center, D116. A receipt of enrollment and photo ID must be presented. An ID card is necessary to use the Library and may also be required for athletic events, intramural games, and other campus activities. A \$5 fee will be charged for replacement cards.

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## **Notices, Announcements and Posters**

Any notices, announcements, or posters to be distributed on campus or posted on College bulletin boards must be submitted to Campus Life, one week before posting and must be approved before actual posting. Posters and notices are limited to specific bulletin boards and may not be placed on doors, walls, windows, stairs, or building exteriors, trees, light posts, etc. The originator of the notice is responsible for removal, immediately following the conclusion of the event.

For events happening off-campus or outside vendors/employers wishing to post flyers, the flyers must also be approved at the Campus Life Office in the Student Center. These flyers will be posted in the Student Center only.

The Campus Posting Policy provides Sussex students, faculty, staff, and the public with space to place approved postings at designated locations throughout the campus. All postings must be neat and support the interests of both the sponsoring organization and the College. All postings must adhere to the College's Mission, Vision and Values. Obscene, inflammatory, libelous, racist, sexist, or otherwise offensive postings inconsistent with the College's Mission, Vision and Values, will not be permitted.

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## **Organ Donation Notification**

The Uniform Anatomical Gift Act allows a consenting individual to donate their organs and tissues upon death for the purpose of transplantation or medical research.

If you are 18 years of age or older, you may designate "Organ Donor" on your NJ State driver's license or non-driver ID card.

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## **Orientation Leaders**



Orientation Leaders aid in the New Student Orientation at Sussex. Students interested in applying should submit the Orientation Leader application that is available on Canvas or by stopping into the Campus Life Office in the Student Center, D105a.

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## SCCC EDTV Channel 20

SCCC EDTV Channel 20 provides the Sussex and Warren County cable television audience served by Service Electric Television of NJ, Inc. and the College community with educational programming. The Station offers the community a unique variety of quality educational programming ranging from health

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## Skylanders Café

The **Skylanders Café** (</campus-life/skylanders-cafe/>) is located in The Student Center, on the first floor. The Café offers a variety of food for students to purchase include daily specials.

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## SNAP Benefits

Students who are actively placed in a Federal Work-Study position, or students who are enrolled in Perkins-approved programs may qualify for expanded SNAP benefits. If you feel you meet criteria for either FWS placement, or Perkins-eligible program of study, please contact the Director of Financial Aid at 973-300-2226.

Visit [nj.gov](http://nj.gov) (<http://nj.gov/humanservices/njsnap/index.shtml>) for general information, including instructions on enrolling for various support programs. You may also wish to reach out to the local Sussex County office who handles **SNAP Benefits** (<http://snap-benefits.net/nj-sussex-county>).

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## Social Networking

Sussex maintains an official presence on social networking sites including Facebook, Instagram, and Twitter.

If a Sussex student group wishes to create a page for their group to be linked to the official College Facebook page, they must contact the Marketing Department for approval and to ensure they comply with the terms of agreement. The College does not take any responsibility for pages developed by others.

Existing policies governing student, employee and faculty behavior apply to all social networking pages. The College takes no responsibility for content developed by non-employees.

In the spirit of maintaining a positive environment for our site visitors, the College reserves the right to remove any comments or posts from official college-sponsored pages that are inappropriate, inflammatory, or damaging to Sussex County Community College or any individual.

## **The following types of content are prohibited from Sussex social networking sites:**

- Derogatory language or demeaning statements about or threats to any third party.
- Inappropriate or incriminating images depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, violence or any other inappropriate behavior or language.
- Content that violates state or federal law.
- Partisan political activity.
- Online gambling.
- Plagiarized material.
- Information/images that is obscene or untrue.
- Content that harasses third parties.
- Selling goods or services for personal financial profit.
- Personal social relationships unrelated to Sussex business.

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## **Student Accessibilities Services (SAS)**

See [Academic Support Services and Learning Resources \(/current-students/student-handbook/academic-information-support/#AcademicSupport\)](#).

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## **Skylanders Student Ambassadors**

Skylanders Student Ambassadors are part of the Campus Life Crew at Sussex and represent the college both on campus and in the community; assist in planning campus events and activities; and mentor new students.

Applications for the Skylanders Student Ambassador Program are available in the Campus Life Office, located in the Student Center D105A. Skylanders Student Ambassadors are selected based on their commitment and desire to make a difference at Sussex! Students that serve as Ambassadors earn a Work-Grant applied directly to their college account.

Applications for spring 2023 positions are available in Campus Life Office beginning October 24, 2022 and are due on November 21, 2022. Interviews are conducted during the week of December 5, 2022. Fall 2023 semester applications are available March 20, 2023 and are due April 17, 2023. Interviews are conducted during the week of April 24, 2023.

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# Student Success Center

**Located:** Administration Building, B206

**Phone:** 973-300-2207

**Email:** [advising@sussex.edu](mailto:advising@sussex.edu) (<mailto:advising@sussex.edu>)

## **Office Hours:**

Monday-Friday: 8:00 am–5:00 pm

From the moment a new student enrolls in their first course, to the day a graduate moves on to a career or transfer college, the Student Success Center staff fosters personal growth, educational development and career and life planning.

Students can **schedule appointments** (<https://outlook.office365.com/owa/calendar/StudentSuccessCenter@sussex.edu/bookings/>) for advising or counseling sessions online.

## **Academic Advising**

An important part of each student's academic career is meeting with an academic advisor discuss academic planning. Students are strongly encouraged to meet with their assigned advisor throughout their college years to ensure sufficient progress towards a degree or certificate.

## **Advising**

Advisors are available to assist students in selecting their academic programs and setting academic goals. A student's interests, abilities, academic progress, career objective and transfer intentions are taken into consideration when planning and setting goals. Students are encouraged to seek advisement throughout their time at Sussex.

## **Career Services**

Students may be referred to career services in the community for resume writing, researching occupations and career development. Students may review available job listings **online** (<http://sussex.edu/jobs>).

Sussex welcomes students from all over the globe and provides assistance with the admissions and registration process for International students.

## **Transfer Counseling**

Transfer information, including transfer agreements, transfer scholarships, transfer fairs and internet access to U.S. college sites, is available in the Student Success Center. Local colleges provide Instant Decision Transfer Days on the Sussex campus. Counselors use NJ Transfer, a web-based articulation system for transfer within NJ. Students should work closely with their counselor to ensure they are following the guidelines of the **NJ Statewide Transfer Agreement** (<http://njtransfer.org>).

## **Personal Counseling**

Free short-term personal counseling is available to assist students in addressing non-academic problems that can adversely impact their ability to achieve personal and academic growth. Relationship issues, anxiety, depression, self-esteem, concern over alcohol or drug abuse and abusive situations are examples of the kinds of issues addressed. Referrals to community services or private practitioners may be made. All personal Sussex counseling sessions are confidential and free. Counselors abide by the Code of Ethics for the American Counseling Association and the National Association of Social Workers.

## **Student Accessibilities Services (SAS)**

Student Accessibilities Services (SAS) provides services for students who require academic or facilities accommodations to fulfill their higher education goals.

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## **Student Code of Conduct & Due Process**

Sussex County Community College seeks to provide a safe and secure environment through the promulgation of a student code that respects and protects the rights and welfare of its members and one which is conducive to the pursuit of education. The College reserves the right to suspend or dismiss students for failure to conform to its rules and regulations or for conduct detrimental to the best interest of the College community.

In exercising this right, the College may subject students to disciplinary action for failure to comply with college policy when attending college functions either on-campus or off-campus or functions of college-chartered organizations or college-sponsored events conducted either on-campus or off-campus.

Students may be subject to discipline for on or off-campus violations of law. When such actions represent a threat to the welfare of the College community, they shall also be subject to campus discipline. The dismissal of criminal charges will not necessarily result in the College's dismissal of campus charges and sanctions.

If the Dean of Student Affairs, in consultation with the Senior Vice President of Academic and Student Affairs, determines that the matter is primarily related to academic integrity, including, but not limited to, cheating and plagiarism, the matter will be referred to the appropriate Academic Dean for further investigation and determination of outcomes. In unique cases, the Senior vice President of Academic and Student Affairs and the Dean of Student Affairs can decide together if the matter, while primarily academic in nature, should nonetheless follow the formal Student Conduct process, overseen by the Dean of Student Affairs for Judicial Affairs.

### **I. Misconduct:**

Violation of the following code may result in disciplinary action (up to and including dismissal.)

This list is not intended to be exhaustive and the College reserves the right to take disciplinary action in any circumstance where it reasonably believes it necessary for the best interest of the College community.

1. Academic cheating or plagiarism
2. Possession of firearms, fireworks, explosives, or any other material or weapon or weapon replica considered deadly or dangerous
3. Furnishing false information to the College including forgery, alteration, or misuse of college documents, timesheets, records, or identification
4. Disruptive or disorderly behavior in the classroom, on campus, or at a college-related function
5. Physical violence or the threat of physical violence
6. Sexual harassment or other forms of harassment
7. Cyberbullying
8. Stalking
9. Assault and/or battery
10. Manufacture, possession, sale, or use of controlled or illegal substances, including alcohol, unless expressly permitted by the college officials or law permitted by the college officials or law
11. Destruction, damage, or misuse of public or private property
12. Illegal entry and/or occupation of college property
13. Theft, larceny, embezzlement of public or private property, including issuance of bad checks
14. Unauthorized use of computers or software
15. Obscene conduct
16. Failure to comply with reasonable direction of college officials in performing their duties
17. Violation of other college policies or regulations, or violation of federal, state, or local laws
18. Using the college name for soliciting funds or other activities without prior permission
19. Acting or speaking, including in assembly, on campus which disrupts the normal functions of the College or its authorized activities its authorized activities
20. Violation of campus parking rules
21. Theft, modifications and/or vandalizing of electronic data or unauthorized entry of databases
22. Violation of disciplinary sanctions
23. Consumption of food or drink in prohibited areas prohibited locations
24. Aiding or abetting another in an action that would incur college discipline that would incur college discipline
25. Smoking or use of tobacco products
26. Failure to wear footwear in college buildings
27. Disruption or interference with the orderly conduct of a disciplinary proceeding
28. Flagrant disregard or unwillingness to follow Campus mandates related to pandemic or other health-crises protocols.
29. Reporting Misconduct

30. Charges for violations of the student code may be initiated by a campus community member (faculty, student, staff, and administrator) or by an on-campus visitor via the College Incident Report form available at the Office of Student Services. Retaliation against the person reporting the violation is strictly forbidden and will result in disciplinary action.
31. Code violations are to be filed within the semester of occurrence in writing with the Dean of Student Affairs for Judicial Affairs, or designee who will review the complaint and make a determination to dismiss or proceed with disciplinary action. If the determination is to proceed, the Dean of Student Affairs will notify the student in writing of the charges no more than 21 days from the original complaint.
32. If the Dean of Student Affairs, in consultation with the Vice President of Student Services, determines that the matter is primarily related to academic integrity, including, but not limited to, cheating and plagiarism, the matter will be referred by the Senior Vice President of Academic and Student Affairs to the appropriate Academic Division Dean for further investigation and determination of outcomes. In unique cases, the Senior Vice President of Academic and Student Affairs and the Dean of Student Affairs can decide together if the matter, while primarily academic in nature, should nonetheless follow the formal Student Conduct process, overseen by the Dean of Student Affairs for Judicial Affairs.
33. In light of extenuating circumstances such as a pandemic, some disciplinary steps may need to take on a remote/virtual process.
34. Dean of Student Affairs Preliminary Hearing

The Dean of Student Affairs will convene a hearing with the student in those cases where an alleged violation would carry a penalty no greater than a written or verbal warning.

1. The student shall have the right to plead their innocence and to present evidence or witnesses to that end.
2. The student shall have the right to seek the assistance of another student, faculty, or staff member in the representation of their defense.
3. The Dean of Student Affairs will render either a verbal decision at the hearing or a written decision no later than five days thereafter.
4. Warnings, if issued, will stipulate specific beginning and ending dates.
5. Selecting a Judicial Process

In those cases where an alleged violation would carry a penalty greater than a warning, that is probation, restitution, community service, suspension, or dismissal, the Dean of Student Affairs or designee will offer the accused the option of selecting the Dean of Student Affairs Judicial Committee or to select a Campus Standards Judicial Board. The Dean of Student Affairs may, in some cases, deny the request for a Dean's Judicial Board when such a process would, in the opinion of the Dean, not be in the best interest of the student or the College community.

1. Campus Standards Judicial
2. The Campus Standards Judicial process will be available to students during the fall and spring semesters. Violations of the code during winter and summer semesters will be

adjudicated through the Dean's Judicial process.

3. Should a student select a Campus Standards Judicial Board, the Dean will appoint a Standards Board consisting of one student, one faculty and up to two Student Services staff members. The Dean will also serve on this Board and preside over the Judicial Board. In cases involving alleged dating violence, domestic violence, sexual harassment/assault or stalking, the Campus Standards Judicial Board will be made up of one faculty member, up to two Student Services staff members, The Director of HR or designee and the Dean.
4. The student shall have the same rights and be subject to the same timetable as stipulated for the Dean's Judicial Board.
5. With the conclusion of the process, the Standards Board shall render a decision and recommendations to the Dean.
6. Should the Standards Board reasonably substantiate the guilt of the accused, the Dean will apply sanction(s) as appropriate to the offense and within the confines of the sanctions contained herein. All such actions will stipulate beginning and ending dates of the sanction. The Dean may at their discretion stipulate that the disciplinary records associated with some violations be expunged in accordance with a timetable determined by the Dean.
7. Failure to Appear

Judicials will meet at the scheduled time. The failure of a student to appear after proper notification shall not be cause for the postponement of the Judicial Board; the Judicial Board shall proceed and render judgment. Judgment shall be based on the facts ascertained.

## II. Sanctions

Sanctions will include, but are not limited to, oral and written warnings, probation, probation with a limitation of college activities, restitution, community service, suspension, and dismissal.

## III. Appeals

In those cases, where the Dean renders a formal disciplinary decision, the student shall have the right to appeal the decision to the Senior Vice President of Academic and Student Services. All such appeals must be in writing and filed within five calendar days of the notification of action, that is a warning, probation, suspension, dismissal, or other sanction. In those cases, where a designee of the Dean has rendered a decision, appeals will be filed in writing to the Dean within five calendar days of the action. All appeals will be responded to in writing within ten calendar days. The decision of the Senior Vice President of Academic and Student Services, Dean, or designee shall be final. The student shall not have the right of an in-person appeal.

1. Expedient Authority
2. **Interim suspension:** In the event a behavior represents, in the judgment of the Dean, a danger to the campus community, the Dean may suspend a student and declare the student persona non grata from the campus pending the convening of the judicial process and/or convening of the Campus Standards Board. The student will in all cases be entitled to a hearing.

3. **Removal from class:** Should a faculty member determine that a student's behavior in a particular class is disruptive such that the normal purpose of the class cannot be fulfilled, then the faculty member may direct that the student leave the class. Should the student refuse the directive to leave, the faculty member may call security to have the student removed from class. At the conclusion of the class, the faculty member will file a written report with the Dean who will schedule a meeting with the student. The student may not return to class until they have met with the Dean. Should mediation not be successful the Dean will initiate a judicial process as appropriate to the circumstances.

#### 4. Off-Campus Jurisdiction

Violations of municipal, state, or federal laws, if committed off campus, shall be the subject of college disciplinary action when, in the judgment of the Dean, it represents a danger to life, welfare, or property of members of the College community. The Dean may choose to impose an interim suspension and a declaration of persona non grata pending the outcome of criminal process; however, the student shall be provided the opportunity to participate in the campus standards process subsequent to the finalization of the criminal process.

## IV. Refunds

Students suspended, dismissed or who otherwise withdraw as the result of a disciplinary process, shall not be eligible for a refund based upon such events unless the event occurs within the published refund period.

## Student/Faculty Expectations

### Building a Sense of Community - Understanding the Expectations

Sussex believes that excellence in the teaching/learning experience is the cornerstone of student growth and development. As the classroom is the usual venue for these experiences, the following "guiding principles" have been developed in an effort to provide support for the ongoing endeavors of classroom management. The goal is to help faculty achieve the utmost satisfaction in the teaching process and to establish an atmosphere that promotes the highest level of learning possible for every student.

## Student Expectations

### Collegiality and Respect:

Professors...

- Treat all students fairly and with respect.
- Provide constructive criticism of student work; not criticism of the student.
- Model the highest professional & personal ethics.



## **THE CLASSROOM ENVIRONMENT:**

Professors...

- Provide students with a detailed course syllabus during the first class meeting.
- Explain & enforce policies in the course syllabus, regarding attendance, assignment criteria, & classroom conduct.
- Are prepared & punctual for each class.

## **THE TEACHING/LEARNING PROCESS:**

Professors...

- Are knowledgeable of course subject matter & provide opportunities for learning to take place.
- Keep regularly scheduled office hours to meet with students.
- Grade assignments & exams in a timely fashion, as determined by the instructor.
- Provide students the opportunity to review and discuss their grades and classroom performance.

# **Professor Expectations**

## **Collegiality and Respect:**

Students...

- Treat professor & classmates with respect.
- Engage in inquisitive, intellectual dialogue with the professor and other students.
- Exercise the highest academic and personal ethics.

## **The Classroom Environment:**

Students...

- Are responsible for knowing all course policies, as outlined in the course syllabus.
- Abide by the policies explained in the course syllabus regarding attendance, assignment criteria & classroom conduct.
- Are prepared & punctual for each class.

## **THE TEACHING/LEARNING PROCESS:**

Students...

- Are active learners & full partners in the teaching-learning process.
  - Make appointments with professors to review & discuss their grades and classroom performance.
  - Submit assignments & take exams on scheduled due dates.
  - Ask for feedback on their work or clarification of grades and assignments as needed.
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## Student Computer Use Integrity Policy

The computer facilities at Sussex County Community College are to be used for learning and this demands that every student adhere to basic ethical principles and behavior as well as the additional restrictions and conditions below:

1. Students may not attempt to manipulate the computer system (hacking) or otherwise disrupt services or affect the normal operations of computer systems in any way.
2. Students may not use the college network, email, or other means of electronic communications to give any program(s), assignment(s) or test answer(s) to another person or student.
3. Students are prohibited from duplicating software or documentation. Privately owned or non-standardized software may not be installed on any College computer.
4. Students shall not attempt to gain unauthorized access to any computer, network file server, email account, or Internet site.
5. Students shall have no expectation of privacy regarding computer files, email, or Internet usage. The College reserves the right to monitor all computer files, email, and Internet use without prior notice to the student.
6. The College may restrict or discontinue access to some or all internet and or network resources at any time without prior notice.
7. The College prohibits the use of computers, email, Internet access, or any other electronic communication system in ways that are disruptive, offensive, or harmful to others, i.e., sexually explicit messages, cartoons, and jokes. This misuse shall also include, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything which may be construed as harassment, disrespect of others or may lead to the creation of a hostile educational environment.
8. The College maintains a zero tolerance policy for cyber-bullying, including email, text messaging, or any other form of electronic communications.
9. Students are responsible for any defacement or willful damage to college equipment, i.e., computer monitor, keyboard, mouse, furniture, chair, printer, projector, Smartboard, screen, VCR/DVD, etc.

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## Student Government Association (SGA)

**Location:** Student Center, D112

The Student Government Association (SGA) is committed to enriching the campus life at Sussex. Membership in the SGA affords opportunities to develop interests, explore new ideas and meet new people. Students are encouraged to attend open meetings, held on the first Thursday of every month at 3:00 pm. Information will be posted on Campus Life on Canvas. All students are encouraged to attend and share their ideas with the SGA, your voice at Sussex.

## **SGA Elections**

SGA elections are held in late April/early May and applications for office will be available in the Campus Life Office D105a. Elected Officers receive a work grant equivalent to 6-12 credits.

## **Student Government Association Election Guidelines**

Students wishing to be considered as candidates for SGA office must submit a petition with signatures of fifteen (15) Sussex students and two (2) faculty members and/or administrators indicating support for the said candidate. Petitions are available in the Campus Life Office. Petitions may be submitted two weeks prior to the election, but no later than one week prior to election. Petitions must be submitted to the SGA advisor.

Campaigning may begin once petitions are submitted, but no earlier than two weeks prior to election date. A maximum of 25 signs or posters may be posted in appropriate areas designated by the Campus Life Office. All campaign signs must be stamped and approved by the Campus Life Office. Candidates are responsible for posting and removing all campaign signs. Signs must be removed on the last day of the election.

The election will be held over a five (5) day period, in April or May to allow all students ample opportunity to vote.

For further election guidelines and voting practices, please visit the Campus Life Office, D105a. This information is found in the Election Application packet.

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## **Student Rights and Responsibilities**

The central functions of an academic community are learning, teaching, research, and scholarship. By accepting membership in the College, an individual joins a community ideally characterized by free inquiry, intellectual honesty, respect for the dignity of others and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

The College places emphasis upon certain values which are essential to its nature as an academic community. Among these are freedom from personal force and violence and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of

the personal rights upon which the community is based. Furthermore, the administrative processes and activities of the College cannot be ends in themselves, as such functions are vital to the orderly pursuit of the work of all members of the College.

Therefore, interference with members of the College in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the College. Theft or willful destruction of the property of the College or its members must also be considered an unacceptable violation of the rights of individuals or the community as a whole. Physical violence or the threat of same is also considered to be an unacceptable violation of rights.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur.

All students accepted at Sussex County Community College acknowledge with their enrollment an obligation to abide by the College regulations and policies as established by the Board of Trustees, by the faculty and administration of the College.

Students are responsible for their own actions and are expected to maintain the highest standard of conduct at all times and in all places. Each must, of course, respect the rights and privileges of all instructors and other students.

The essential and unavoidable condition of the mutual commitment to personal and academic integrity must be respected at all times and in all situations. Implicit in this mandate is the expectation that all work submitted by the student as their own is the result of independent effort. Any attempt to plagiarize or copy another's work, during examinations or in class work, will render the record of the student suspect and may warrant academic penalty or other disciplinary action.

The College reserves the right to dismiss any student whose continued attendance, in the judgment of the administration, is detrimental to the College or its students. Rules and regulations pertaining to student behavior are provided in the Student Code of Conduct which is appended to this statement.

Furthermore, Sussex County Community College respects the rights of students in its firm commitment to a policy of Equal Opportunity and Affirmative Action and will implement this policy to assure that the benefits, services, activities, programs and employment opportunities offered by this institution are available to all persons regardless of race, religion, color, national origin, ancestry, sex, handicap, marital or veteran status and in accordance with state and federal laws: Title VI, Title VII, Civil Rights Act of 1964; Executive order 11246, as amended; Title IX, Educational Amendments of 1972; section 503 and 504, Rehabilitation Act of 1973, as amended; Veterans Assistance Act of 1972 as amended.

Sussex County Community College also respects the rights of students in its firm commitment to

the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) which gives students the right to inspect educational records maintained about them by the College, the right to a hearing to challenge the contents of these records and the right to make explanation for challenged information. The College will maintain the confidentiality of student records except with respect to those special cases noted in the legislation.

Finally, all students at Sussex County Community College have attendant financial rights and responsibilities.

## **Students have the following financial rights:**

1. To know what financial aid programs are available at the school;
2. To know the deadlines for submitting applications for each of the financial aid programs;
3. To know how financial aid is distributed; how distribution decisions are made and the basis for these decisions;
4. To know how the financial need was determined, including how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in student budgets;
5. To know what resources (such as parental contribution, other financial aid, student's assets, etc.) were considered in the calculation of their needs;
6. To know how much of the financial need as determined by the institution has been met;
7. To request an explanation of the various programs in the student aid package;
8. To know the school's refund policy;
9. To know what portion of the financial aid received must be repaid and what portion is grant aid. If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time available to repay the loan and when repayment begins;
10. To know how the school determines whether students are making satisfactory progress and what happens if they are not.

## **Students have the following responsibilities:**

1. To complete all application forms accurately and submit them on time to the appropriate office.
2. To provide correct information. In most instances misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. To return all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which the application was submitted;
4. To read and understand all forms they are asked to sign;
5. To accept responsibility for all agreements they sign;
6. To perform the work agreed upon when accepting a college work-study award;

7. To be aware of and comply with deadlines for application or reapplication for aid;
  8. To be aware of the school's refund procedures;
  9. To consider this information carefully before deciding to attend a school. All schools must provide information to prospective students about the schools' programs and performance.
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## Veterans Services

Located: Student Center, D110B

Phone: 973-300-2109

The Student-Veterans Coordinator is available to assist active duty service members, veterans, their dependents, and International Students in the application and processing of VA and DOD Education Benefits as well as SEVIS related documentation and updates. Students who intend to utilize these education benefits are encouraged to contact the Unique Populations Coordinator.

Students intending to use the New Jersey National Guard Tuition Waiver Program must also contact the Financial Aid Office at 973-300-2225/2227.

The Student Veteran Fund is available to assist eligible students who experience undue financial hardship while attending Sussex. Applications for the SVF can be obtained from the Student-Veteran's Office. These applications must be submitted to the Student-Veterans Coordinator for consideration.

The Student-Veterans Coordinator will also assist/guide the adult learner population, student athletes, and other appropriate student cohorts. Room D110 is designated as the student-veteran's point of contact/resource center.

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