

Student Handbook

2020 - 2021



Sussex  **County**
COMMUNITY COLLEGE
Start here, go anywhere!

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When on campus, students, faculty and staff should follow signage guidelines to keep the campus safe.

Students are required to comply with all COVID-19 guidelines while on campus. Failure to comply will be handled as a violation of the student code of conduct.



Sussex Mission Statement

We transform lives by providing lifelong learning opportunities through high quality academic, career and enrichment 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.

This handbook contains information we hope will be helpful to you. The front of this handbook presents a listing of activities, events and trips offered from Campus Life, followed by a calendar which you can use for scheduling purposes. The back of the book contains policies, procedures and general campus information.

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 MESSAGE FROM THE PRESIDENT

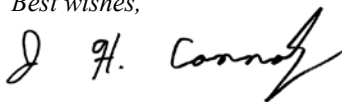
Dear Sussex Student:

Welcome to the 2020-2021 academic year at Sussex County Community College. The entire SCCC family is here to assist you with your educational journey as you pursue your academic goals. Whether you are here to earn an associate degree and transfer to a four-year institution, or ready yourself for immediate placement in the workforce, SCCC will prepare you for the next step.

These are unprecedented times. Continuing your education right now takes courage and confidence. 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. We believe that learning takes place in and outside of the classrooms. We offer a range of options for you to get involved in campus life – from joining one of our 30+ clubs, a sports team, or participating in cultural and personally enriching student activities. Our student leadership opportunities are premier in the state of New Jersey. Aspire to be a Student Ambassador or a club officer. Lead by setting an example in serving others by being the best you possible.

You need to be at your best during your academic adventure, and always. Now, more than ever, do not forget to practice self-care. Get ready for the exciting challenges, rewards, and surprises that await you during this year at Sussex County Community College.

Best wishes,



Jon. H. Connolly, Ph.D.

Sussex County Community College President



Administration

Jon Connolly, Ph.D., President

Ketan Gandhi, M.B.A., Executive Vice President of Finance and Operations, and CFO

Kathleen Okay, Ed.D., Chief Academic Officer and Senior Vice President of Academic & Student Affairs

Sherry Fitzgerald, Assoc. Vice President of Academic Affairs & Dean of Arts and Humanities

Cory Homer, M.A., Assoc. Vice President of Student Success and Institutional Effectiveness

Deans

Sherry Fitzgerald, Dean of Arts and Humanities

Jason Fruge, Dean of Technical Occupations

Kathleen Gallichio, M.S., Assoc. Dean of Advising & Student Support Services

Nancy Gallo, J.D., Dean of Professional Studies, Social Sciences, and STEM

John Kuntz, M.A., Dean of Student Affairs and Director of Athletics

Academic Department Chairpersons

Stacy Golin, Ph.D., Social Sciences

Maureen Murphy-Smolka, M.A., English & Humanities

Sal Paolucci, M.A., Accounting and Business

Joanne Taylor, Ed.D., Technical, Applied & Performing Arts

Academic Program Coordinators

Lydia Clark, M.B.A., Business

Mary DeHart, Ed.D., Math

Nancy Gallo, J.D., Legal Studies

Deborah Lanza, M.A., Foundations for Success

Donna Limmert, M.S.W., L.S.W., Human Services

Robert Reeber, M.S., Computer Information Systems

Joanne Taylor, Ed.D., Education (Child Development Specialist)

Program Supervisors

Erin Collins, Agricultural Business and Horticulture Science

Debra Gianuzzi, Music and Musical Theater

Jason Fruge, Automotive, Building

Construction, Diesel Service Technology, Machine Tool Technology, Optics Technology, Electrical Lineman and Welding

Martin Kester, Culinary Arts, Food and

Beverage Management, and

Hotel & Restaurant Management

Susan Discorfono-Catania, Cosmetology

Nicholas Lionetti, Exercise Science

Counselors & Advisors

Erin Casne, M.A., Transfer Counselor & Coordinator for International Student Affairs

Alyssa Hoekstra, M.A., LPC, ATR-BC, Advisor/Personal Counselor

Annemarie Sacco, M.A., LAC, Counselor & ADA Coordinator/Section 504 Officer

Robert Pohl M.A., Academic Advisor

Sussex County Board of Chosen Freeholders

Sylvia Petillo, Freeholder Director

Dawn Fantasia, Freeholder Deputy Director

Anthony Fasano, Freeholder Member

Joshua L. Hertzberg, Freeholder Member

Herbert Yardley, Freeholder Member

Sussex County Community College Board of Trustees

William P. Curcio, Chair

Dr. Tyler Morgus, Vice Chair

Dr. Paul B. Crowley, Secretary

Hon. Michael J. Spekhardt, Sr., Treasurer

E. Jane Brown, Member

Dr. Thomas E. Digby, Member

Maryanne Fox, Member

Rachel A. Geraci, Member

James Hofmann, Member

Dr. Rosalie S. Lamonte, Member

Olivia Beatrice Fisher, Alumni Rep

DEPARTMENT	DIRECT LINES	BUILDING	ROOM
Academic Affairs	973-300-2150/2332	Administration Bldg.	B301
Academic Support & Learning Resources			
• ABE/HSE	973-300-2158	Administration Bldg.	B102
• Disabilities Assistance Program	973-300-2153	Library & Science Bldg.	B206
• ESOL	973-300-2157	Student Center	D305
• Tutoring	973.300.2155	Library	
Admissions	973-300-2223	Administration Bldg.	B204
Advising & Counseling Center	973-300-2207	Administration Bldg.	B206
Art Studio	973-300-2228	Art Gallery	
Athletics	973-300-2230/2231	Academic & Athletic Bldg.	
Bursar's Office	973-300-2106	Administration Bldg.	B203
<i>Billing, All Payments & Payment Plans, Account Reconciliation</i>			
Campus Life Office	973-300-2200	Student Center	D105a
Campus Store	973-300-2767	Student Center	
EOF Program	973-300-2347	Student Center	D114
Faculty Area	973-300-2165/2166	Administration Bldg.	
Financial Aid	973-300-2225/2227	Administration Bldg.	B212
Foundation	973-300-2121	Health Sciences & Performing Arts Center	A327
Front Desk	973-300-2100	Administration Bldg.	
Library	973-300-2162/2292	Library & Science Bldg.	
Maintenance	973-300-2113	Administration Bldg.	B106
Marketing Dept.	973-300-2355	Student Center	D318 & D319
Registrar	973-300-2218/2215	Administration Bldg.	B217
<i>FERPA, Transcripts, Student Records</i>			
Security	973-300-2222/2103	Student Center	Front Desk
<i>Student ID, Parking Sticker</i>			
Student Gov't Assoc.	973-300-2304	Student Center	D112
Student Services	973-300-2201	Administration Bldg.	B211
Transcript Information	973-300-2216	Administration Bldg.	B217
Testing Center	973-300-2155	Administration Bldg.	B317
Veteran Services	973-300-2109	Student Center	D110b

FULL-TIME FACULTY

PROFESSOR	ROOM	NUMBER	EMAIL
Melanie Arpaio, M.A., Assoc. Professor-Psychology	C015	973-300-2146	marpaio@sussex.edu
Anthony Balzano, Ph.D., Professor-Anthropology and Sociology	E131	973-300-2177	abalzano@sussex.edu
Lydia Clark, M.B.A., Asst. Professor-Business	E254A	973-300-2168	lclark@sussex.edu
Dina Conde, Ph.D., Professor – Biology	W	973-300-2324	dconde@sussex.edu
Mary DeHart, Ed.D., Professor-Mathematics	C012	973-300-2341	mdehart@sussex.edu
Nancy Gallo, J.D., Professor-Legal Studies	E132	973-300-2181	ngallo@sussex.edu
Stacie Golin, Ph.D., Asst. Professor-Sociology	E245	973-300-2174	sgolin@sussex.edu
Jumana Hablawi, M.S., Instructor-Biology	L108	973-300-2262	jhablawi@sussex.edu
Michael Hughes, M.F.A., Asst. Professor-Art	C204	973-300-2311	mhughes@sussex.edu
Deborah Lanza, M.A., Assoc. Professor-Psychology	C014	973-300-2753	dlanza@sussex.edu
Robert Larsson, Ph.D., Professor Environmental Studies	L109	973-300-2170	rlarsson@sussex.edu
Jean LeBlanc, M.A., Asst. Professor-English	C014	973-300-2260	jleblanc@sussex.edu
Richard Linden, M.A., Assoc. Professor-Psychology	E106	973-300-2317	rlinden@sussex.edu
Olga Maali, M.A., Instructor-Mathematics	C009	973-300-2169	omaali@sussex.edu
Edward McCulloch, M.A., Instructor-English	D009		emcculloch@sussex.edu
Maureen Murphy-Smolka, M.A., Assoc. Professor-English	E107	973-300-2196	msmolka@sussex.edu
Sal Paolucci, M.A., Instructor-Economics	E254A	973-300-2108	spaolucci@sussex.edu
Robert Reeber, M.S., Asst. Professor Computer Information Systems	C011	973-300-2195	rreeber@sussex.edu
Peter Schoch, M.S., Assoc. Professor Physics/Computer Science	L107	973-300-2342	pschoch@sussex.edu
Joanne Taylor, Ed.D., Asst. Professor Child Development	E249	973-300-2185	jtaylor@sussex.edu
Mary Thompson, Ph.D., Professor-English	C009	973-300-2265	mtompson@sussex.edu
Stella Trikouros, M.A., Asst. Professor Communication/Theater Arts	A219	973-300-2189	strikouros@sussex.edu

Academic Calendar

FALL 2020 SEMESTER

September 2

Orientation for New & Transfer Students

September 3

Adjunct Faculty Orientation

September 7

Labor Day - College Closed

September 8

Classes Begin; Late Registration begins

September 14

Last day to late register or add a class

September 21

Last day to drop a class with a 100% refund (tuition & fees)

September 21

Last day to change to an audit

September 30

Last day to change Spring & Summer Incomplete grades

October 19

Registration for Winter begins

November 16 to November 25

Priority registration for Spring

November 25 (5:00 pm) to November 29

Thanksgiving Holiday - College Closed

November 30

Open registration begins

December 2

Last day to withdraw with a "W"

December 22

Final day of the semester

December 24 to January 4, 2021

Winter Break - College Closed

SPRING 2021 SEMESTER

January 18

Martin Luther King Jr. Day - College Closed

January 25

Classes begin; Late Registration begins

January 29

Last day to late register or add a class

February 5

Last day to drop a class with a 100% refund (tuition & fees)

February 5

Last day to change to an audit

February 15

Last day to change Fall & Winter Incomplete grades

February 22

Summer Registration Begins

March 15 to March 21

Spring Break

March 29 to April 9

Priority registration for Fall

April 12

Open registration begins

April 27

Last day to withdraw with a "W"

May 15

Final day of semester

May 19 (Severe Weather Date - 5/20)

Commencement

Check sussex.edu for the Summer II & III Session schedules.

The College reserves the right to adjust the calendar as conditions necessitate.

Your Health Matters

We are committed to providing a healthy learning environment for all students. Look for health-related information, events and resources available online and on campus throughout the year.



Suicide Prevention

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.

You may also contact the following 24-hour services and hotlines:

Newton Medical Center 24-hour Crisis Hotline: 973-383-0973

National Suicide Prevention Lifeline: 800-273-TALK (8255)

NJ Hopeline: 1-855-NJ-HOPELINE (654-6735)

For on campus support please contact:

Alyssa Hoekstra, 973-300-2346,
Advising and Counseling Center, B206

Drugs and Alcohol Awareness

Alcohol and drug use is 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, which includes electronic smoking devices, and tobacco products are not permitted anywhere on campus including indoors, outdoors, athletic events and social venues. See our Smoking Policy.



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.

Sussex Advising & Counseling Center

Private and confidential counseling.
Alyssa Hoekstra. 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

Online Resources:

ncadd.org - NCADD - National Council on Alcoholism and Drug Dependencies, Inc.

addictions.com - (800) 654-0987

aa-intergroup.org - Alcoholics Anonymous

na.org - Narcotics Anonymous

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.

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.



Online Tools for SUCCESS

Sussex Student Email

Students are issued a Sussex student email 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 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 Canvas (sussexccc.instructure.com) for communication with your instructor(s). Instructors will also use Canvas for regular courses.

Pay Online and E-Refund

For your convenience, you may PAY your tuition/fees online through CASH-NET simply, at **commerce.cashnet.com/sussexpay**.

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. SCCC urges you to sign-up for these time-saving, secure financial tools.

TIPS for Success at Sussex

#1 Attend all Classes

- Education is valuable and not cheap. Don't miss class and waste money!
- You can't learn this stuff on your own. Attendance matters. The best way to be prepared is to listen to your professor.

#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 for news and events going on and contact information for campus resources.
- **Advising & Counseling Center:** At the Advising & Counseling Center, you will get help selecting classes to ensure you're on the right path. We also offer career referrals, transfer information, personal counseling and more. All services are free and confidential, by appointment or walk-in.

- **Scholarships:** The Foundation at Sussex is committed to helping students succeed. We sponsor several events during the year to raise money to support student scholarships and College operations. Applications are posted on sussex.edu/scholarships.

#4 FREE Tutoring Offered

Free tutoring is offered in the Library in math and science. If you are looking for help with writing, visit The Writing Center in the Student Center. Tutoring is also offered through Degree UP in the Academic & Athletic Building. Visit sussex.edu/tutoring for more information.

#5 Utilize the Library

The Library has access to many useful resources as well as a 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. College clubs, athletics, theater performances, fine arts programs, lectures, day trips and service learning all add to the total college experience. Get involved!

DEGREE UP

Navigate through college and discover your pathways to educational success with Degree UP. Connect with fellow Sussex students while receiving academic support (such as a semester long laptop loan program, tutoring, study buddies, and computer access). We also offer volunteer opportunities, connections to community resources and financial assistance.

"Connecting with other students at Degree UP has been incredibly awesome for me. I made new friends, received help from

others, and also helped others myself. If you are struggling with a class or any problem Degree UP finds you solutions. Degree UP helped me attain my degree!" Sussex student

Connect with us! Be sure to join our Degree UP's Canvas page for updates, events and opportunities.

Temporary Office location: D205

Hours: Monday & Thursday 10 am to 6 pm
Tuesday & Wednesday 12 pm to 8 pm.

Email: degreeup@sussex.edu

Phone: 973-570-8330 or 973-862-6680

COLLEGE POLICIES AND PROCEDURES

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 Elizabeth Muller, Director of Human Resources, at 973-300-2338, by email at emuller@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 Annemarie Sacco, Counselor & ADA Coordinator/Section 504 Officer, at 973-300-2153, by email at asacco@sussex.edu, or by mail at Sussex County Community College, One College Hill Road, Newton NJ 07860.

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 his or her own.
- Uses or obtains unauthorized assistance in any academic work. (See Cheating and Plagiarism.)

- 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

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 he/she is 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.

Developmental Progress

A. Developmental Math

1. Students who fail to receive a grade of “C” or better in a developmental mathematics course will be placed on developmental restriction.

Academic Performance	Academic Status Level	Academic Consequence**
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.

2. Students placed on developmental restriction may be limited to a maximum credit load of 13 credits and **MUST** enroll in the development mathematics course within the next 2 semesters that he/she registers until a passing grade is achieved and in line with the college's policy on number of attempts allowed.

B. Developmental English

1. Students who fail to receive a "C" or better in a Developmental English class will be placed on developmental restriction.

2. Students placed on developmental restriction may be limited to a maximum credit load of 13 credits and must enroll in the Development English course the next semester he/she registers.

3. Students placed on developmental restriction and who fail to pass a Development English course on their second attempt may be limited to a maximum credit load of 7 credits. The credit load **MUST** include the developmental course.

4. Students failing to attain a grade of "C" or better in Developmental English class on their third attempt, will be limited to enrolling **ONLY** in that course until it is completed with a grade of "C" or better.

Withdrawals

A. Withdrawal from Developmental Courses

1. A student who received a grade of "W" in a development course (Math or English) **MUST** enroll in the developmental course in the next semester he/she registers.

B. Withdrawal from a Credit Bearing Course(s)

1. Students withdrawing from at least 50% of registered credits for two consecutive semesters of attendance **MUST** meet with a designated Counselor prior to registering for a subsequent semester.

Student Appeals & Reinstatement

A. Student Appeals

1. A student placed on any level of Academic Progress, may appeal that action to the Academic Review Committee by writing to the Dean of Student Affairs who chairs the committee.

B. 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.

This policy differs from the Financial Aid Satisfactory Academic Progress (FASAP) policy.

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 academic probation. 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 Progress.”

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

For the Fall ‘20 semester, 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.

The Writing Center tutoring will be virtual.

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 & 4 year colleges
- Various medical certification testing
- High School Equivalency (HSE)
- Pearson Vue Certification Exams (see website for offerings)
- Educational Testing Service (ETS) Praxis Exam
- DSST by Prometrics
- ASE certification testing (Automotive Service Excellence)

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 Advising & Counseling Center at 973-300-2207/2245.

Special Programs

ABE/HSE Study Programs: Adult Basic Education/High School Equivalency Programs: Individual and small-group instruction for adults needing to refresh basic skills is provided in writing, reading and math (ABE), as well as additional components in science, social studies and literature for students preparing for the NJ State High School Equivalency (HSE) exams. Day and evening sessions are available. Please call Sara Gorst, sgorst@sussex.edu, or call 973-300-2158.

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 academic, career, or personal goals. Courses in grammar, writing, reading & vocabulary development, and conversation are offered in an academic setting at the beginner, intermediate, and advanced levels. The program also offers free life skills “American Language & Civics” classes. For more information please contact Bilqis Ansari, ESOL Lead Instructor at bansari@sussex.edu, Sara Gorst, sgorst@sussex.edu, or call 973-300-2158

The Disabilities Assistance Program

(DAP): Students who require academic or facilities accommodations to fulfill their higher education goals must make an appointment for intake with the Disabilities Assistance Coordinator/Advisor by calling 973-300-2153. It is the student’s responsibility to provide current and comprehensive documentation to support such accommodations.

Requests for scribe (note taker) or sign language interpreting services must be made six weeks prior to the start of each semester to ensure that needed personnel can be scheduled to provide such services by the first week of the semester.

Information pertaining to an individual’s disabilities is considered strictly confidential. For this reason, students interested in seeking accommodations must be aware that it is their responsibility to inform their faculty of their accommodation needs by providing their accommodations memo drafted by the Coordinator/Advisor at the time of intake. The Coordinator/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 ADA Coordinator/Advisor at 973-300-2153 must be made in writing and submitted to the ADA Coordinator/Advisor, One College Hill, Newton NJ 07860. Contact asacco@sussex.edu for more information.

a. 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 ADA Coordinator/Advisor the department chair, and any faculty member or student involved within ten (10) working days of the incident or circumstance.

b. The ADA Coordinator/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 ADA Coordinator/Advisor will call a special meeting of the ADA Committee.

c. 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.

d. 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.

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 for the exact dates each 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 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.

Add/Drop days are pro-rated for sessions less than a full fall or spring semester.

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.

ADMISSIONS

Located: Administration Building, B204

Phone: 973-300-2223

Email: admissions@sussex.edu

Office Hours:

Monday-Thursday.....9:00 am–5:00 pm

Friday: All offices work remotely

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.

SOAR - Student Orientation, Advising and Registration

All new students are encouraged to sign up for a SOAR Session. These sessions will assist in getting students ready to attend Sussex, as well as assist them in the advising and registration process.

ADVISING & COUNSELING CENTER

Located: Administration Bldg., B206

Phone: 973-300-2207

Email: advising@sussex.edu

Office Hours:

Monday-Thursday.....9:00 am–5:00 pm

Friday: All offices work remotely

From the moment a new student enrolls in his or her first course, to the day a graduate moves on to a career or transfer college, the Advising and Counseling staff fosters personal growth, educational development and career and life planning.

Students can schedule appointments 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.

The Disabilities Assistance program (DAP) provides services for students who require academic or facilities accommodations to fulfill their higher education goals.

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 at 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 Advising & Counseling 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 (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.

Disability Assistance Program (DAP)

The Disabilities Assistance Program (DAP) is housed within the Advising & Counseling Center. See "Academic Support Services and Learning Resources"

ALUMNI NETWORK

As part of the Foundation at Sussex, the Alumni Network provides opportunities for alumni from Sussex to continue their relationship with the College after graduation. The Network enlists alumni volunteers to help advocate for and promote College initiatives, as well as offering networking, volunteer and advocacy opportunities. Alumni are encouraged to visit the website for information on upcoming fundraisers, special events, volunteer opportunities and meetings.

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.

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, lacrosse, and soccer. 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 inter-collegiate 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 sched-

uled 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 the following actions:

First Offense: Dean schedules meeting with instructor, student athlete and mentor to discuss the situation.

Second Offense: One game suspension.

Third Offense: Three game suspension.

Fourth Offense: Dismissal from the team.

Academic performance forms will be distributed to each student athlete's professor or instructor two times each semester.

AUDITING CLASSES

Students may choose to enroll in a course on an audit basis with the understanding that neither a grade nor credits can be assigned to the courses(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 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. In those cases where no prerequisite is required, students requesting to audit a course must have obtained a satisfactory score on the appropriate Placement Test or present a one-course waiver from the Advising & Counseling Center exempting them from the Placement Test for the course selected for audit.

All standard tuition and fees are charged for the courses audited. Senior citizens registering for credit courses on an audit basis will be charged tuition according to New Jersey statutory law. 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.

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 to report such incidents promptly to the Dean of Student Affairs at 973-300-2252, in person, or by completing an Incident Report.



BURSAR'S OFFICE

During this time of COVID-19, the Bursar encourages students to reach out by email to: bursar@sussex.edu.

Located: Administration Bldg., B203

Phone: 973-300-2106

Office Hours:

Monday-Thursday.....9:00 am–5:00 pm

Friday: All offices work remotely

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.

Payment of Tuition

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

Cash Transactions

Cash transactions are discouraged during COVID-19, however, if necessary, payment can be made at the Bursar's Office. Please call or email for an appointment.

Checks/Money Orders

Checks/money orders can be mailed directly to: ATTN: BURSAR'S OFFICE, B-203, One College Hill Road, Newton, NJ 07860. For faster processing, please put the Student ID number on the face of the check/money order. 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 payment. Go to the Student Portal to Make Payment Online 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. If the third party/sponsor makes an over-payment, the funds will be returned to the third party/sponsor, not the student.

Installment Payment Plan (IPP)

A budget-wise way to pay for tuition whether the student is responsible for the entire balance (self-pay) or if financial aid does not cover the entire balance. Enroll online through the Student Portal or go to CASHNET, follow the IPP enrollment directions. The 1st payment is due upon enrollment. There is a \$35 non-refundable enrollment fee. Register early, then enroll in the IPP early for a longer period of lower monthly payments. The IPP is an interest-free plan, however, late charges may apply. The IPP is for U.S. students only. Installment Payment Plans are only available for the Fall and Spring Semesters.

Auto-Pay

Auto-Pay can be set-up online through the Student Portal or contact your financial institution for their online bill pay option.

E-Refund

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 the student receives the actual funding which is generally mid-semester. The Bursar prefers not to mail refund checks as it

takes longer for the student to receive the funds and is not as reliable as E-REFUND.

Ferpa Form

Each Sussex Department has their own departmental 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 a Late Charges of \$50. 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, The College will forward the delinquent account to an outside collection agency. Agency fees will be applied to the outstanding balance and the credit reporting bureaus will be notified.

CAMPUS LIFE

Located: Student Center, D105a
Phone: 973-300-2180

The Campus Life Office hosts student activities ranging from educational seminars to community service projects, recreational events, cultural happenings,

theater trips, sporting events and "just for fun" activities.

Campus Life Trips

Campus Life trips, the sale of tickets and special events are sold on a first-come, first-served basis at the Bursar's Office in the Administration Building. Students with a valid Student ID card can purchase tickets during the first week of sales (limit 2 tickets). A student can purchase only one (1) ticket at the student price; a ticket for a guest can be purchased at the community price.

For popular events, a lottery may be implemented to allow the maximum number of participants. Staff/faculty and community members are able to purchase tickets from week two until tickets are sold out. Staff registered for classes must purchase tickets during staff and community dates at regular staff prices. Sussex tickets are NOT transferable or refundable.

CAMPUS STORE

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

Students can purchase books online at the Campus Store: **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.

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

DEGREE AND CERTIFICATE PROGRAMS

Associate in Arts, A.A.

Liberal Arts

with Options in:

Anthropology Option

Communications with
Broadcasting Option

Communications with Film
Studies Option

Communications with
Journalism Option

Elementary Secondary Educa-
tion Option

English Option

History Option

Music Option

Musical Theater Option

Political Science Option

Pre-Law Option

Psychology Option

Sociology Option

Theater Arts Option

Associate in Fine Arts, A.F.A.

Studio Arts

with Options in:

Architecture Design Option

Art Education Option

Fashion Design Option

Interior Design Option

Photography Option

Associate in Science, A.S.

Accounting

Business Administration

Criminal Justice

Environmental Studies

Exercise Science

Horticultural Science

Human Services

Science/Mathematics

with Options in:

Biology Option

Chemistry Option

Computer Science Option

Engineering Science Option

Geology Option

Information Systems Option

Mathematics Option

Pre-Medical Dental Option

Pre-Nutrition Dietetic Option

Associate in Applied Science, A.A.S.

Agricultural Business

Automotive Service Technology

Business Management

with an Option in:

Hotel/Restaurant Management
Option

Supply Chain Management

Child Development Specialist

Computer Information Systems

with Options in:

Digital Forensics Option

Game Development Option

Information Technology

Fire Science Technology

Graphic Design

with Options in:

3D Computer Arts Option

Illustration Option

Social Media Marketing Option

Health Science

New Media Communications

Nurse Education Program

(with Passaic County Community
College)

Paralegal Studies

Technical Studies

with Options in:

Building Construction
Technology

Cosmetology

Culinary

Diesel Service Technology

Electrical Lineman

Electronic Music & Recording

Machine Tool Technology

Optics Technology

Technical Theater

Welding

Certificates

Automotive Service Technology

Child Development Specialist

Computer Information Systems

Computerized Accounting

Culinary

Digital Journalism

Elder Law Specialist

Fire Science Technology

Machine Tool Technology

Massage Therapy

Optics Technology - CNC

Optics Technology -
Conventional

Optics Technology - Metrology

Paralegal

Supply Chain Management

Web Design

**For the most current listing,
visit: sussex.edu/academics**

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.

CHANGE OF ADDRESS/NAME

To affect a change in address/name or email, a student must complete a Change of Address/Name Form. Forms are available at the Registrar's Office in the

Administration Building, B217. To affect a change of name, the Registrar's Office must be provided with a marriage license, court order, social security card or other legal document which substantiates the change. Changes of address from out-of-county to in-county require 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 for the exact date each semester) in order for the tuition to be changed for the current semester.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Step	Action	Notes
1	Run – Evacuate	<ul style="list-style-type: none">• Have an escape route and plan in mind• Leave your belongings behind• Keep your hands visible
2	Hide – Lockdown	<ul style="list-style-type: none">• Hide in an area out of the shooter's view• Block entry to your hiding place and lock the doors• Silence your cell phone and/or pager
3	Fight – Take Action	<ul style="list-style-type: none">• As a last resort and only when your life is in imminent danger• Attempt to incapacitate the shooter• Act with physical aggression and throw items at the active shooter
When it is safe to do so, call 9-1-1.		
In active shooter situations, the 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.		

EMERGENCY PHONE NUMBERS

Person	Phone Number
Security	<ul style="list-style-type: none">• Blue phones in parking lots connect directly to Security• 973-300-2222 or 973-300-2103
Receptionist	<ul style="list-style-type: none">• 973-300-2104
Campus Caretaker	<ul style="list-style-type: none">• 826-268-3026
School Closing	<ul style="list-style-type: none">• 973-300-2366
Newton Police Fire/Ambulance	<ul style="list-style-type: none">• 911 or 973-383-2525

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

CALL FOR ASSISTANCE		
Step	Action	Notes
1	Call 911	If in your judgment the situation warrants such action, call 911 first then notify security to alert the First Response Team.
2	Call Security 973-300-2222 973-300-2103	Blue phones are located in parking lots. Security will alert the First Response Team via two-way radio of the need for assistance in your area. Security/receptionist will alert 911 of the emergency situation and have professional assistance dispatched to the campus.
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 lockdown 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
1	Lock doors and windows, close shades. <ul style="list-style-type: none"> • Turn off lights and all electric and gas appliances. 	<ul style="list-style-type: none"> • Do not admit anyone into the room once the door is locked.
2	Move to a safe corner of the room. <ul style="list-style-type: none"> • To reduce visibility and take shelter under desks, tables or heavy furniture. • Keep away from windows. • If you have students, verify attendance. 	<ul style="list-style-type: none"> • 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.
3	Remain in position <ul style="list-style-type: none"> • "ALL CLEAR" will be announced by the Emergency Supervisor or his designee. 	<ul style="list-style-type: none"> • Designee could be law enforcement, fire personnel or security.

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, he/she may be subject to disciplinary actions. (See also: Academic Integrity)

CHILDREN ON CAMPUS

Children under the age of 12 are not allowed on campus property at any time unless under the immediate supervision of an adult or are enrolled in some special program being offered and supervised by the College, or its authorized agent.

In order to protect the learning environment for all students, it is essential that children not attend classes. At no time will children be permitted in the laboratories to protect the safety of both students and visitors. Students with children who disrupt the academic environment may be asked to leave.

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:

Class Period 75 Minutes 3 Hours
Waiting Time 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 Main Desk in the Administration Building (B Building). 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."

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.

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.

CLEP AND CHALLENGE EXAMINATIONS

See “Academic Support Services and Learning Resources”

CLUBS AND ORGANIZATIONS

The College encourages the active formation of and participation in clubs and organizations. Campus clubs will be chartered by the Student Government Association. Clubs are organized by and for students. Forms to start a new club can be obtained in the Campus Life Office in the Student Center, D105a. We encourage you to join a club or start a new club. Don’t just go to class, GET INVOLVED!

COLLEGE IS A FREE SPEECH ZONE

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:

- Dean of Student Affairs, Athletics Building, Room E204
- Associate Vice President of Academic Affairs, Academic Affairs Office, Room B300
- Director of Human Resources, Student Center, Room D313
- Senior Vice President of Academic & Student Affairs, Academic Affairs Office, Room B301

COLLEGE NOVEL

This year the College Novel is *The Martian* by Andy Weir. During the 2020-2021 academic year, the College community will read and participate in lectures, discussions and activities related to the College Novel.

CONFIDENTIALITY OF STUDENT RECORDS

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

DEAN'S LIST

Sussex County Community College acknowledges 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).

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. Students receiving financial aid must have their form approved by the Financial Aid Office. Forms are available at sussex.edu/current-students or at the Registrar's Office in the Administration Building, B217.

DISABILITIES ASSISTANCE PROGRAM

See "Academic Support Services and Learning Resources"

EDUCATIONAL OPPORTUNITY FUND (EOF)

The Educational Opportunity Fund (EOF) program is designed to meet the educational and financial needs of students whose economic background makes it difficult for them to pursue a college education. 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, 973-300-2347, or visit their office in D114.

EMAIL

All registered students will be issued an official Sussex student email. The account details are emailed to the student's personal email at the time of admission and presented in a letter to students upon registration.

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 (ex. Yahoo, Hotmail, Gmail, etc.).

EMERGENCY COMMUNICATIONS

The College has established a Security Dispatch Center and installed phones in each class room with a "Security" speed dial that dials directly to the Center. There are also exterior phones located on "Blue Light" posts located in Lots 1, 5, and 9 that also connect directly to security.

To report an emergency or request assistance:

- Call 911, or press the red EMERGENCY button on any parking lot emergency phone to be automatically connected to the Security Dispatcher or call Security Dispatch at 973-300-2222.
- Students with safety and security concerns, not of immediate concern, should report them to the Director of Campus Safety, Security & Campus Operations at 973-300-2119.

Emergency Automobile Service

The College does not assume the 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 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 emergency situations or severe weather, are communicated in the following ways:

- Regroup Alert System
- sussex.edu website
- Listen to WNNJ (103.7 FM)
or WSUS (102.3 FM)

Regroup Alert System

Sussex utilizes a broadcast alerting service, Regroup, to communicate information to students, faculty, staff, and other members of the campus community. 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. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details.

Alertus Desktop

In addition to Regroup, Sussex also uses Alertus Desktop which is used 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.

Security 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 Disabilities Assistance Coordinator, located in the Advising & Counseling 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 provide assistance. This information will be strictly confidential and will be made available only to those who need it during an emergency.

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 and May 24, 2016) 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 Director of Human Resources 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.

Any employee who is legitimately suspected to be under the influence of alcohol or

a controlled substance during work hours 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, he/she must notify the Director of Human Resources and his/her 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 Director of Human Resources or the Director/Supervisor to whom they report any knowledge or evidence which 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 his/her 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.

IV. 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:

A. Warning: Oral or written expression that a student is in violation of the Code of Conduct;

B. Social Probation: Exclusion of individual students or student groups from participating in college activities for a specific period of time;

C. 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;

D. Suspension: Exclusion from classes and other college activities for a specific period of time;

E. 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 his designee) has jurisdiction over sanctions for organizational misconduct as follows:

A. Review cases of organizational misconduct at events serving alcoholic beverages.

B. Designation of appropriate disciplinary action.

V. 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.

EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION STATEMENT

Sussex County Community College is an Affirmative Action/Equal Opportunity institution and employer dedicated to equality of opportunity for all persons in all areas of its operation. Sussex affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap (as defined by Section 504), ancestry, place of birth, marital status or liability for military service in operation of its programs and activities (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). This is in accordance with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended (which prohibits discrimination against otherwise qualified

handicapped people) and other applicable laws and regulations.

The Affirmative Action Officer at Sussex is the Director of Human Resources (or designee). The Office is located on the third floor of the Student Center and can be reached at 973-300-2338. The Director of Human Resources (or designee) is responsible for Affirmative Action compliance in all matters pertaining to College personnel, students and student life. The Disabilities Assistance Program Coordinator can be reached at 973-300-2153 and is available to meet with individuals who academic and/or facilities accommodation requests.

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 his or her right to a hearing regarding the request for amendment.

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

3. The right to 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 his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional 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 his or her written consent.

The following is considered directory information at Sussex: name, address, college email 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.

FINANCIAL AID

Located: Administration Bldg., B212

Phone: 973-300-2225

Office Hours:

Monday-Thursday.....9:00 am–5:00 pm

Friday: All offices work remotely

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

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.
Or, if your overall completion rate is less than these criteria; Credits Completion Rate 0-12 50% 13-18 60% 19+ 67%	Warning: You may continue to receive financial aid for one semester	Raise your completion rate per the chart to become eligible for financial aid.
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.	Removal of financial aid	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.
If you attempt over 150% of your program of study (major)	Suspended: You are not eligible for financial aid	You can appeal if you have mitigating circumstances. If your appeal is approved you will need to successfully complete 100% of all classes and required to maintain an overall GPA of 2.0 or higher.

Completion Rate Worksheet:

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

aid is to provide economic resources to students who have demonstrated financial need and who would otherwise be unable to pursue a post-secondary education.

Students and parents can view financial aid awards as well as documents required to complete their files at my.sussex.edu. Incomplete files will result in estimated financial aid awards being cancelled. Aid will be reinstated once the requested information is received and reviewed. All students and parents should visit the financial aid web page at sussex.edu/financialaid 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 (s)he enrolls. 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 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 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 to 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 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 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 his or her 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). 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 maximum timeframe.

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 his/her 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.

Regaining Financial Aid Eligibility

- A student who has lost financial aid

eligibility may regain eligibility after taking classes at his/her 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.

Federal Return of 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.

FOUNDATION

The Foundation supports the College through fund-raising and friend-raising efforts. Funds are generated through annual giving campaigns, special events, and direct contributions. The funds raised support student scholarships, infrastructure, and expansion which opens doors for countless members of our community.

To contact the Foundation Office: 973-300-2121 or foundation@sussex.edu

GRADE APPEALS

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to instructors and students. The responsibility for determining the final grade of each student rests with the faculty member who has responsibility for teaching the course in which the student is responsible for demonstrating the learning which results in a final grade. A student who feels that the final grade he/she received in the class is unfair is entitled to an appeal. Any student pursuing a grade appeal must follow the procedure outlined below. Students are responsible for taking action within the procedural time line. Faculty secretaries are available to address student questions regarding the procedure. Grade appeals not following this procedure are not eligible for review.



Step One: The student must complete the “Appeal of Final Grade” form with a statement explaining the exact nature of the appeal within two weeks (10 business days) and submit all materials to the instructor.

Step Two: The instructor must read the appeal, discuss the appeal with the student and respond within five business days to grant or deny the student’s request.

Step Three (a): If the appeal is denied by an adjunct or part-time instructor, the Department Chair or program coordinator must hear the appeal and attempt to resolve the problem. If no solution is reached, the appeal may be forwarded to the appropriate Dean and inform the student of a decision within five business days.

OR

Step Three (b): If the professor is a full-time instructor, the Dean must hear the appeal and attempt to resolve the problem.

Step Four: If the appeal is denied at the previous level(s), the student may pursue the appeal to the Dean for review and

inform the student of a decision within five business days.

Step Five: If the appeal is denied at the Deans level, the student may pursue the appeal to the VPAA for review and inform the student of a final decision within five business days. The VPAA’s decision is considered final.

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 Appeal of Grades.)

Grades are posted on the my.sussex.edu portal at the completion of each semester. Report cards are not mailed home.

The College Grading System:

(see Grading Chart)

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.

(See Grading Chart)

GRADUATION

All students must apply for graduation.

Students anticipating graduation MUST file a graduation application (whether or not you are planning on participating in the commencement ceremony) available at the Registrar’s Office or on sussex.edu/paymentoptions. There is a fee of \$50 for a single application. For multiple, simultaneous degree/certificate applications, an additional \$10 for each is charged.

There are three graduation dates per year, January, May and August. Only one commencement ceremony is conducted and that is held in May.

Application Deadlines:

- January Graduation: Apply by December 1st
- May Graduation: Apply by March 1st
- August Graduation: Apply by July 1st

All students wishing to participate in the May ceremony must apply by March 1st

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 set forth in the catalog/check sheet in use during the year they entered the College. When a student declares or changes their program/major the requirements of the program/major that are in effect at that time will apply, as set forth in the College Catalog.
- Students will be invited to the May commencement ceremony of the year they apply. Students who apply late may miss the opportunity to participate

GRADING CHART

Grades Counted in the Grade Point Average (GPA)

Grade	Interpretation	Points
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)

Grade	Interpretation	Points
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

How to Calculate your GPA

Course	Credits	Quality		Value of QP		
	Attempted	Credits Attempted	Grade	Points	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
TOTAL	13	13		34		2.61

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.

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 course work 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 Advising & Counseling 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 to its applicants and students the degree completion/transfer rate of the previously entering freshman classes. (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%.

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” found elsewhere in this Handbook.) If the grievance pertains to a faculty or staff member, students are strongly encouraged to talk to a counselor in the Advising & Counseling Center.

Step I: At this level, a student is strongly encouraged to talk to his/her instructor and present the concern(s). It is important that the student clearly communicate his/her 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.

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, student. 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.

HONOR SOCIETIES

Mu Alpha Theta

Purpose: National Honor Society for mathematics at two year colleges
Advisor: Dr. Mary DeHart, 973-300-2341, mdehart@sussex.edu

Phi Theta Kappa - PTK

Purpose: To nurture academic excellence through scholarship, leadership, service and fellowship.

Advisors: Scott Humphries, 973-300-2320, shumphries@sussex.edu

Psi Beta

Purpose: National Honor Society in Psychology for community colleges
Advisor: Melanie Arpaio, 973-300-2146 marpaio@sussex.edu

SALUTE

Purpose: National Honor Society for student veterans
Advisor: Jay Christy, 973-300-2109 jchristy@sussex.edu

HORTON PANTRY

The Horton Pantry is located in the Student Center, Room 114. We understand food insecurity is a challenge our students and other 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 Pantry has partnerships with larger local food pantries that can provide supplementary fresh foods.

If you are a Sussex student and would like a food bag, just call 973-300-2200/2180 to request a pick-up date/time.

HYBRID COURSES

Hybrid courses are typically held on-cam-

pus for 50% of the course, while the other half is conducted online via Canvas. Hybrid courses are designed to give the benefits of traditional face-to-face learning and the independence of online learning. Access to a computer is crucial to success in a hybrid course. For more information, please visit the Advising & Counseling Center.

Telecourses consist of video lessons, related reading assignments in a textbook and study guide and on-campus sessions for orientation and examinations. A faculty member individually, through telephone sessions and via email, coordinates all instructional activities and is available to meet with students individually and through telephone sessions. Like directed study courses, Telecourses require more self-discipline and motivation than a classroom course. As a result, they are best for self-directed learners. Telecourses can be viewed on [sussex.edu](https://www.sussex.edu) and available at [sussex.edu](https://www.sussex.edu). Telecourses are fully equivalent to courses taught at Sussex and apply to degree requirements in the same way as classroom courses. Courses vary from semester to semester. For more information, contact the Academic Affairs Office at 973-300-2132.

IDENTIFICATION CARD (ID) PROCEDURES

Each Sussex County Community College 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. 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.

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 (new for 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. For more information go to <https://www.sussex.edu/current-students/immunization-record>.

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. For more information, please contact the Registrar's Office at 973-300-2218.

INTERNATIONAL STUDENTS

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

International students hold an F-1 student visa and must be enrolled full-time, for at least 12 credit hours, during the fall and spring semesters and must maintain a cumulative grade point average of 2.0 or better at all times.

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 Advising and Counseling 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, ecasne@sussex.edu

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 our commitment to student safety. You can be sure that whether day or night, Sussex remains a safe and comfortable campus setting.

Campus safety is managed by the Campus Security Department and is staffed 24 hours a day, 7 days a week, all year. Its officers utilize foot and vehicle patrols to observe and report situations or activities which may pose a danger to persons or property. The campus Main Desk is in the

front lobby of the Administration Building. They 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 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 on an Incident Report Form. These forms are available from the Security desk located at the Main Desk in the Administration Building.

For emergencies or criminal activities, please dial 973-300-2222.

Campus security 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 security authorities or local police agencies, and are considered by Sussex to represent a threat to students and employees. The College President, or his/her designee, will make the decision and all emergency notifications will be used. Timely Warnings will not include the victims' name(s).

Crime Tips

To report a crime tip and remain anonymous, Use the Newton Police Department's Text-A-Tip program. 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 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 key word: 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 from 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. 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 are 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 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 her, his 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 he or she no longer consents to continuing 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 Advising & Counseling Center provides workshops on



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

tact, 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 insure 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 perceives the crime to be,
- refrain from reporting crimes,
- refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus

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

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 the 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

The Office of Campus Life, D105A:
973-300-2200

Beth Muller, Director of Human Resources,
D313: 973-300-2338

John Kuntz, Director of Athletics and
Dean of Student Affairs:
973-300-2252

Todd Poltersdorf, Director of Admissions,
B204: 973-300-2253 (for Confidential
Campus Support)

Charlene Peterson, Director of Campus
Safety and Security, D313: 973-300-2119
Security Desk, Administration 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 Advising & Counseling Center, B206:
973-300-2209

Sussex Campus Security, Administration
Bldg: 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

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

LIBRARY

Located: Library & Science Building
Phone: 973-300-2162/2292

**For further information, please visit the
Library's webpage.**

The 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 collection of
approximately 38,000 items (including
videos, DVDs, and periodicals), a number
of workstations and laptops that provide
access to subscription electronic data-
bases (most of which are also available
remotely), and wireless service. The online
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 materi-
als 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 at: [sussex.edu/
library](http://sussex.edu/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

Four quiet study rooms are available for group use by students with valid IDs. Advanced reservations are encouraged. See Circulation staff for assistance.

For further information, please visit the Library's webpage.

LOST AND FOUND

Lost and Found is located in the Administration Building at the Main Desk. All items should be delivered to this location for owner identification and retrieval.

MATRICULATED STUDENTS

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

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, 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, 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)

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.



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.

ONLINE COURSES

Online courses are designed to offer all instruction and traditional course interactions in an online environment via a

Learning Management System (LMS).

The College primarily uses Canvas but some online courses may be offered by using another platform.

Like hybrid courses, online courses provide students the benefits of independent learning and a more flexible schedule. Online courses are not successful for every student. It is essential to have the self-discipline required of independent learning. Access to a computer is crucial to success in an online course. Additional information is available in the Advising & Counseling Center.

Students should be aware that some online courses require them to report to a designated testing center to complete some proctored midterm and final exams.

ORGAN DONATION NOTIFICATION

The Uniform Anatomical Gift Act allows a consenting individual to donate his/her 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.

ORIENTATION LEADERS

In the fall, Student Orientation Leaders aid in the new student orientations at Sussex. Students interested in applying should contact the Campus Life Office in April. Orientation Leaders receive free leadership training and \$50 in a pay-down card to use in the Campus Store, Skylanders Café, or towards their student account.

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 provided free of charge, however students, faculty and staff park at their own risk and are required to have a parking decal displayed.

Parking Regulations are enforced by College 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 Security Desk 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

1. 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 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.

2. 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

3. 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.

4. 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.

5. 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.

6. Repeated parking offenses will subject students to discipline as prescribed by the Student Code of Conduct.

7. Students may appeal parking offenses in writing to the Director of Facilities and Campus Operations, Sussex County Community College: One College Hill Road, Newton, NJ 07860.

Appeals may also be left in the care of the receptionist at the security desk. 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.

8. 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

1. The speed limit at the College is 15 mph unless otherwise posted. This regulation is strictly enforced and is for the safety of all.

2. Pedestrians have the right-of-way at all times. Motorists must yield to pedestrians.

3. All persons operating a vehicle on campus must obey stop signs and all other signs regulating traffic safety.

4. 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.

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.

PHI THETA KAPPA, ALPHA UPSILON PI CHAPTER

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 at Sussex with a cumulative grade point average of at least 3.5. Candidates must also be currently enrolled at Sussex with three or more credits.

Advisor: Scott Humphries, 973-300-2320
shumphries@sussex.edu

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.

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 for the exact date each semester) provided the withdrawal procedure has been followed. (See Withdrawal from Classes).

Students may file a Add/Drop/Withdrawal Form (available in the Advising & Counseling Center) at the Registrar's Office or in writing via their student email to registrar@sussex.edu. Requests must include the student's name, student ID number, semester, course and the student's signature.

Please see the Academic Calendar for refund and withdrawal dates.

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 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 state in writing and sign that they are attending the course and the faculty member to acknowledge, in writing and to sign (faculty email is sufficient also), that the student is attending the course.

These acknowledgements may be on the same or different pages but must be submitted to the Registrar's Office by the date indicated on the "No Show" notification letter from the Registrar.

REGISTRATION/ REGISTRAR'S OFFICE

Located: Administration Building, B217

Phone: 973-300-2218/2215

Office Hours:

Monday-Thursday.....9:00 am–5:00 pm

Friday: All offices work remotely

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 for the exact date each semester). Priority Registration is scheduled during the fall and spring semesters to allow current students the opportunity for early registration (see the



Academic Calendar for Priority Registration dates). Returning students are advised to take advantage of Priority Registration. Students meeting specific requirements may be granted permission by their advisor/counselor to register online through the my.sussex.edu portal.

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.

RESIDENCY REQUIREMENT

In order to qualify for in-county status regarding tuition charges, a student is required to present evidence of his/her permanent Sussex County residence at the time of application, or as soon as possible if the move in-county occurs after applying. Residency status is made in the Registrar's Office, B217.

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 issues, politics, art, music, science, history, environmental and teaching/learning issues. The /EDTV Channel 20 also presents information on College activities, performances and sports.

SCHOLARSHIPS

The Foundation at Sussex awards more than \$120,000 each year in scholarships to over 200 deserving students. Both annual and endowed 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 twice annually, each spring and each fall semester, 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 Office of Financial Aid, or the Office of Veteran Services, or visit the website at sussex.edu/scholarships.

SERVICE ANIMALS ON CAMPUS

Qualified service animals are permitted to accompany students on campus. Pending review of appropriate documentation from the Disabilities Assistance Office, support animals, or service/support animals “in training” may also receive permission to be inside College buildings. Service animals, support animals, and in-training service/support animals ALL must be leashed and are prohibited from being left in automobiles, tethered on campus or otherwise endangered. Owners or custodians are expected to maintain proper hygiene by removing all waste material and, in all cases, are responsible for any damage caused on campus by any animal on campus.

SERVICE LEARNING

Service Learning is a teaching and learning strategy that links classroom learning to service at Sussex and/or in the community. Service Learning is an opportunity to get engaged with the College and/or com-

munity, meet the needs of Sussex and/or community constituents by providing needed services and apply what you are learning in the classroom to real life situations. Students who have participated in Service Learning activities report a higher level of interest in their coursework, better retention of the information they are learning – and rewarding service experiences. The skills and experience students gain also look great on a resume, or included in their application for transfer to a four-year college or university.

A number of faculty members across academic programs at Sussex teach courses that include service learning opportunities for students. Be sure to look for Service Learning courses on instructors' course syllabi.

For more information, contact the Service Learning Faculty Coordinator at 973-300-2196 or msmolka@sussex.edu.

SEXUAL HARASSMENT & TITLE IX

Sexual harassment is illegal. Both state and federal law prohibit harassment of any employee, student, agent or member of the College community by any executive, superior, 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 indi-

vidual'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 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 a Title IX Intake/Investigative Officer. At SCCC, 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 SCCC 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. SCCC Counseling Services is located in B206 973-300-2207; advising@sussex.edu.

Report an Incident

In order to report an incident, you may contact any of the following:

EMERGENCIES: DIAL 911

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

Title IX Coordinator:

Beth Muller, Director of Human Resources
D Building, Room 313

Telephone: (973) 300-2338

Email: emuller@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 mis-

conduct 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, employees and college administrators about Title IX activities

SCCC’s Title IX Team:

Title IX Coordinator

Beth Muller, Director of Human Resources
Student Center, Room 313

Telephone: (973) 300-2338

Email: emuller@sussex.edu

Title IX Intake and Investigative Officers

John Kuntz, Dean of Student Affairs,
Director of Athletics

Academic & Athletic Building, Room 250

Telephone: (973) 300-2252

Email: jkuntz@sussex.edu

Amy E. Rude, Assistant Director of
Student Engagement

Student Center, Room D115A

Telephone: (973) 300-2200

Email: arude@sussex.edu

Michael Rath, Assistant Director of Athletics
Academic & Athletic Building, Room 250

Telephone: (973) 300-2751

Email: mrath@sussex.edu

Fred Mamay, Director of Campus Safety
and Security

Administration Building, Room

Telephone: (973) 300-2119

Email: fmamay@sussex.edu

Frank Vernacchio, Assistant Director of
Athletic Success

Academic & Athletic Building, Room 250

Telephone: (973) 300-2231

Email: fvernacchio@sussex.edu

Jay Christy, Veteran Services Coordinator
Student Center, Room 110

Telephone: (973) 300-2109

Email: jchristy@sussex.edu

SKYLANDERS CAFÉ

The Skylanders Café is located in The Student Center, on the first floor. The Café is closed for the fall semester. The Skylanders Café food truck will be open for students to purchase food. The truck is located outside of the Student Center, near the cafe offering breakfast and lunch.

Vending machines are also located in many of our buildings throughout the campus.

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 will 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.

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.

Further, you may wish to visit <https://www.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 at <https://www.snap-benefits.net/nj-sussex-county>

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 group page for their group to be linked to the official College Facebook page, they should contact the Marketing Department to make sure 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.

STUDENT AMBASSADORS

Applications for the Student Ambassador Program are available in the Campus Life Office, located in the Student Center

D105A. Ambassadors are selected based upon their academic performance and commitment to Sussex. Ambassadors serve the College in recruitment and public relations activities, to conduct campus tours and provide assistance at various college events and activities. Ambassadors are awarded work grants for their service to the College.

Applications for spring 2021 positions are available in Campus Life Office, on October 30, 2020 and are due on November 25, 2020. Interviews will be conducted the week of December 7, 2020. Fall 2021 semester applications are available March 22, 2021 and are due April 19, 2021. Interviews will be scheduled during the week of April 26, 2021.

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.

A. 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.

B. Reporting Misconduct

- 1.** 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.
- 2.** 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.
- 3.** 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.

- 4.** In light of extenuating circumstances such as a pandemic, some disciplinary steps may need to take on a remote/virtual process.

C. 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 his/her 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 his/her defense. A student may not be represented by legal counsel.
- 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.

D. 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.

E. Campus Standards Judicial

- 1.** 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.

2. 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.

3. The student shall have the same rights and be subject to the same timetable as stipulated for the Dean's Judicial Board.

4. With the conclusion of the process, the Standards Board shall render a decision and recommendations to the Dean.

5. 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 his/her discretion stipulate that the disciplinary records associated with some violations be expunged in accordance with a timetable determined by the Dean.

F. 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.

G. 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.

H. 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.

I. Expedient Authority

1. 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.

2. 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 he/she has met with the Dean. Should mediation not be successful the Dean will initiate a judicial process as appropriate to the circumstances.

J. 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.

K. 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.

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.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Located: Student Center, D112
SGA Officers 2020-2021

- **President: Iliana Woodhull**
- **Vice President: Mia Lynch**
- **Secretary: Position Open**
- **Treasurer: Position Open**

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. Meetings are currently taking place on ZOOM. Information will be posted on the Campus Life Canvas shell.

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, April 5, 2021. Elections will be held May 3-7, 2021. Elected Officers receive a work grant equivalent to 6-12 credits.

Student Government Association Election Guidelines

1. 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.

2. 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.

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

4. Students must provide their Student ID # when voting. Voting will take place online or in designated areas accessible to all students.

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

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 his/her 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.

TUITION AND FEES*

Sussex is proud to provide a quality education at a fraction of the cost of most four-year public and private institutions. Spending your first two years at Sussex will save you thousands on your education by costing less than one year at a four-year institution. In addition to tuition savings, more than 48% of our students receive financial aid including grants, loans and/or scholarships.

TUITION

Sussex County Residents and Veterans	\$140 per credit
North Warren High School District Residents.....	\$140 per credit
Out-of-County, NJ Residents.....	\$210 per credit
Monroe, Pike & Wayne Counties (PA) and Orange County (NY).....	\$210 per credit
Other Out-of-State Residents and International Students.....	\$280 per credit
Auditing Classes same as regular fees.	

Sussex County residents 65 years and older are entitled to free tuition and fees for eligible college level courses.

These conditions apply:

a) the class must be eligible for the senior citizen free tuition (the enrollment excludes trade or field experience courses, classes offered through Skylands Professional Training as well as some Lab courses);

b) paid enrollment warrants the course being conducted;

c) sufficient space is available in the class; and

d) registration for the course must occur only during the final two business days before the start of the semester. Applicants who opt to register earlier are not eligible for free tuition.

Applicants may take the course for college credit or may choose to audit the course.

Applicants must register in person during the specified registration time and present proof of eligibility.

FEES

Application Fee.....	\$25 one time**
Accuplacer (Placement) Test Fee.....	\$10 per test
Administrative Withdrawal Fee.....	\$50 per course
Course Materials Fee.....	\$3 per course
General Fee.....	\$40 per credit
Graduation Fee.....	\$50 one time
Late Payment Fee.....	\$50
Online Course Fee.....	\$100 per course
Returned Check Fee	\$50 per return

Student Activity Fee (Fall & Spring only)	\$20 per credit
Student ID Replacement	\$5
Technology Fee.....	\$25 per credit
Transcript Fee (first one is free)	\$5 per request

A student may request an official transcript from the Registrar's Office. Students are entitled to their first transcript without charge. The fee is required in advance for each additional transcript.

Lab and Course Fees

Exercise Science Courses	\$46
3 Credit Course.....	\$140
4 Credit Course.....	\$186
5 Credit Course.....	\$232
Trade and Field Experience Courses.....	\$186

Passaic County Community College Nursing Fees

Nursing I Lab Fee.....	\$2030
Nursing II Lab Fee.....	\$2030
Nursing III Lab Fee.....	\$2030
Nursing IV Lab Fee.....	\$2030
Nursing IV Seminar Lab Fee.....	\$270
Nursing Clinical Fee.....	\$1250

*Subject to change **Fee will be waived for a limited time

Please Note: Students will not be able to continue their education and/or receive grades or transcripts unless their financial obligations have been satisfied. Tuition and fees are subject to change. Additional lab and course fees may apply, please reference sussex.edu for up-to-date information.

TECEP

The Thomas Edison State College Examination Program (TECEP) enables students to earn college credit for knowledge gained through work experience. TECEP brochures can be obtained from Thomas Edison College, 101 West State Street, Trenton, New Jersey 08625.

TRANSCRIPTS

Important Information: Due to COVID-19, to protect the health and safety of both staff and students, all requests to pick up transcripts has been suspended until further notice.

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 portal.

Transcripts can now be sent electronically. Go to the my.sussex.edu portal and click on Transcript Request. You will be brought to the National Student Clearinghouse site and you can complete the request for a transcript. There is a \$5 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 at sussex.edu/transcript. Transcripts cannot be faxed or emailed.

Students should plan on three (3) working days for processing since transcripts are not available on demand. However, no transcripts will be sent for any student with

an outstanding obligation to the College.

Normally, official transcripts are sent directly from the Registrar's Office to the other college. Sussex may provide, under special circumstances, an official transcript in a sealed envelope marked "Official transcript, issued in a sealed envelope, void if the seal is broken," provided the name of the receiving institution is submitted with the request.

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, 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 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.

UNIVERSITY CENTER

Sussex offers, on its campus, a number of upper level and graduate courses through several New Jersey colleges and universities. These courses allow Sussex County residents to pursue their educational goals close to home. Institutions entering into partnership with Sussex include Felician University. Students should check with the Advising & Counseling Center or a faculty advisor for more information.

VETERAN SERVICES

A Veteran Services Coordinator is available to assist active duty service members, veterans, and their dependents in the application and processing of VA and DOD Education Benefits. Students who intend to utilize these education benefits are encouraged to contact the Veteran Services Coordinator at 973-300-2109. Students intending to use the New Jersey National Guard Tuition Waiver Program must also contact the Financial Aid Office at 973-300-2225/2227.

offers veterans the opportunity to become a part of the Student Veteran Organization (SVO) and the SALUTE National Honor

Society. Information regarding the SVO and SALUTE is available in the Veterans' Resource Center. Located in room D110 of the Student Center, the Veterans' Resource Center acts as a hub for information for employment opportunities, campus information, and social services. Additionally, this space is a fully equipped study space for student veterans, active duty service members, and their dependents.

The Student Veteran Emergency Relief (SV ER) fund is available to assist eligible students who experience undue financial hardship while attending . Applications for the SV ER can be obtained from the Veteran Services Office or the Veterans' Resource Center. These applications must be submitted to the Veteran Services Coordinator for consideration.

VOTER REGISTRATION

Students interested in voting application or general information should visit the following online resources: www.njelections.org or www.votespa.com Additional information is available in the campus life office.

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.

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 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 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 Advising & Counseling Center and must be filed in the Registrar's Office.

WORK STUDY PROGRAM

Sussex County Community College participates in the Federal Work Study Program. To participate in this program, students must file a Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov listing Sussex as college of attendance. Students do not have to qualify for the Federal Pell Grant in order to qualify for the Federal Work Study Program. To be eligible for work study, a student must be enrolled in an eligible degree program and have submitted any information needed to complete his/her file in the Financial Aid Office to participate.

Federal Work Study students are processed in the Financial Aid Office and then given an Authorization to Work Form and are referred to Human Resources for placement. For more information about the Federal Work Study Program, please contact Financial Aid at 973-300-2225.

Section 504 and Title IX

Continuous Notice of Non-Discrimination

Sussex County Community College (SCCC) 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. The following persons have been designated to handle inquires/complaints regarding non-discrimination policies:

Title IX:

Elizabeth Muller, Director of Human Resources
SCCC, One College Hill Rd, Newton, NJ 07860
973-300-2338, emuller@sussex.edu

Section 504:

Annemarie Sacco, Counselor & ADA
Coordinator/Section 504 Officer,
SCCC, One College Hill Rd, Newton, NJ 07860
973-300-2153, asacco@sussex.edu

CLUBS AT SUSSEX

Student Government Association

The SGA was formed to recognize clubs by charter; to generate activities of interest to the general student body and to create a representative governing body whose function is to promote within the College, interest and harmony between the students, faculty, and administration of SCCC.

Adventure Club

To communicate and demonstrate; deep appreciation of the natural world around us. Go on hikes, clean our campus trails and to reduce the impact humans leave on the natural world.

American Sign Language Club

Congregation of ASL students and others interested in sign language; to further their signing abilities and learn more about ASL and deaf culture.

Anatomy Freaks Club (Study Group)

To help students who are falling behind in anatomy and to sustain interest in the medical field

Anime Club

To introduce Anime Japanese animation and Asian culture to students. To view various anime, learn about Japanese culture, and expand understanding of Japanese culture

Anthropology Geeks (Study Group)

To inform students and the public on anthropological ideas and to support anthropology students in exploring careers in anthropology.

Authors Ink

To inspire and provoke a love of reading, writing, and the enjoyment of literature all around.

Biology Club

To promote awareness of the biological sciences in the community and to foster projects that impact the environment in a positive way.

Business Club

To introduce students to the business community and to help students become successful leaders in their chosen careers.

Campus Crusade for Christ (CRU)

A place, to find others who are also

eagerly seeking spiritual truth through Christianity, to provide purpose for their lives.

Catholic Campus Ministry

To provide a Catholic presence on campus in an environment that is respectful to the individuality and dignity of each person. To sponsor activities of service, social, cultural, and/or prayerful nature.

Criminal Justice Club

To explore and expand interests in the Criminal Justice field with hands on experience.

Design Squad

To further develop the skills needed for graphic design.

Film Club

To provide an open space for creative minds to meet, write, and film projects from start to finish.

Fine Arts League

To expand the awareness and study of the fine arts.

Gamers Club

To form a group of students who have a sincere interest in gaming and through that union, provide a safe and comfortable place for members to interact, share experience, and educate the community.

History Club

To inspire and educate the campus on the history of the world.

Human Services Club

To apply skills learned in human services classes to improve campus life.

Music, Art and Performance

To bring together students interested in music, theatre, stage design, etc. and have a safe space to perform with no judgement.

Multicultural Club

To enrich SCCC students' cultural knowledge and to embrace the diversity of our college population.

Performing Arts Club

To provide a public outlet for all students interested in any of the performing arts.

Philosopher's Marketplace

To educate and facilitate rational discussion and debate, enlighten and improve community.

Psychology Club

To promote psychological interests

and activities through discussions, presentations, guest speakers, and field trips.

Rotaract Club (Pass it Along)

A Rotary International Club for young men and women to serve the needs of their community, broaden their personal and professional contacts and increase their understanding of the world.

Strength Without Violence Campus Alliance

To raise awareness about power based violence.

Student United Way Club

Give, advocate and volunteer in areas of education, income and health in coordination with the United Way.

Student Veterans Organization

To improve and support services for student veterans and to enhance relationships between student veterans and students as well as the wider surrounding community

Technology & Engineering Club

To keep students up to date on the latest technology news, to share computing tips and tricks, development techniques, and more pertaining to native software, web applications, gaming, gadgets, operating systems, ethics of technology use, etc.

The Gender and Sexuality Alliance (GSA)

To raise awareness and promote understanding of lesbian, gay, bisexual, trans-gender and straight issues.

Ultimate Frisbee Club

To promote student interaction by engaging in pick up ultimate Frisbee games

UMADD

Campus based student organization concerned about underage and high risk drinking behaviors.

SUSSEX CAMPUS DIRECTORY



A. Health Sciences and Performing Arts Center

Classrooms, SCCC Foundation, PAC Theater

B. Administration Building

Academic Affairs, Accounts Payable, Admissions, Advising and Counseling Ctr, Bursar, Classrooms, Executive Offices, Financial Aid, IT Services, Learning Resources, Purchasing, Registrar, Student Services, Testing Center, Welcome Center

C. Art Gallery

Art Studios, Classrooms, Faculty Offices

D. Student Center

Adjunct Faculty Offices, Campus Life, Campus Store, Classrooms, EOF, Game Room, HR, Facilities, Marketing, Security, Student Center Theater, Skylanders Cafe, Student Government Assoc, Veterans Office/Resource Center, Writing Center

E. Academic & Athletics Building

Athletics, Classrooms, CC Business Learning Ctr, Degree UP, ESports, Faculty Offices, Fitness Center, Graphic Arts Lab, Human Performance Lab, Gymnasium, Shipping & Receiving

H. Horton Mansion

L. Library and Science Building

Classrooms, Faculty Offices, Library, Science Classrooms & Labs

R. University Center

Classrooms

V. Studio 20/Media Center

Classrooms, Studio 20



Handicapped Parking

Yellow Parking - Faculty and Staff Only

Parking lots are patrolled and parking stickers are required. There is no fee for a parking sticker. Cars without stickers may be removed at the owner's expense. Stickers may be picked up at the Reception Desk located in the Administrative Bldg.

Parking is patrolled and all parking regulations are enforced. Park only in designated areas. Do not park in fire lanes or in rear of buildings. Cars parked in restricted areas may be towed at owner's expense.