



Student Calendar/Handbook

Rights and Responsibilities
2008-2009





Welcome to Mercer County Community College!

Your decision to come to Mercer will open many doors for you if you take advantage of the opportunities we offer you. This student handbook is organized to give you information about the college so that you can find everything you need for your success. Some examples are:

- Seeking out your future plans
- Assistance in course scheduling
- Exercising or staying fit
- Using a library computer
- Becoming involved in Viking Sports teams
- Joining a club, or writing for the college newspaper

This book has: information, rules, activities, maps and more, all designed to make your pursuit of a college education as convenient as possible; while helping you to avoid the pitfalls that deter students from reaching their goals.

On behalf of the faculty, staff, and the college community, I wish you an enjoyable, productive time pursuing your future educational goals at Mercer County Community College.

Sincerely,

A handwritten signature in cursive script that reads "L. Diane Campbell".

L. Diane Campbell, Ed.D
Executive Dean for Student Affairs

Mercer County Community College
P.O. Box B, Trenton, New Jersey 08690
(609) 586-4800 • www.mccc.edu

Important College Offices

Title	Name	Location	Ext.
President	Patricia C. Donohue, PhD	AD249	3613
Vice President for Academic Affairs	Donald Generals, Ed.D	AD252	3331
Vice President for Administration and Chief Business Officer	Jacob Eapen	AD251	3610
Vice President for College Advancement and Provost, James Kerney Campus	Beverly A. Richardson, PhD	AD250 KC403	3661 3160
Executive Dean for Student Affairs	L. Diane Campbell, Ed.D	SC236	3221
Executive Director for Compliance and Human Resources	José Fernández	AD254A	3635
Executive Director for Financial Services	Walter Brooks	AD126	3275
Executive Director for Information Technology Services	Susan G. Bowen	AD208	3670
Dean for Arts & Communication	Judith Ehresman	ET106	3350
Dean for Business & Technology	Mark McCormick, J.D.	BS132	3482
Dean for Liberal Arts	Robin Schore, PhD	LA162	3378
Dean for Science & Allied Health Professions	Linda Martin	MS131	3383
Dean for Organization Development and Community Programs	Lynn Coopersmith, Ed.D	MC144	3241
Assistant Dean for Student Services	John Simone	PE105	3740
Interim Assistant Dean for Enrollment and Student Services, JKC	Barbara Jefferson	KC216	3147
Assistant Dean for Evening and Academic Services, JKC	Edward Frederick	KC414	3168
Assistant Vice President for Academic Operations	Susan Zambrio	AD254	3325
Assistant Provost, JKC	Monica Weaver	KC334	3153

West Windsor Campus Offices

Accounting	all staff	AD128	3254
Admissions	Savita Bambhrolia, Director	SC259	3795
Advisement	Latonya Ashford Ligon, Director	SC262	3292
Athletics	John Simone, Director	PE105	3740
Bookstore	Rachel Reeb, Manager	SC222	3416
Bursar	Lucia Brown-Joseph	SC254	3499
Business & Community Programs	Lynn Coopersmith, Ed.D	MC144	3241
Career Services	Laurene Jones, Director	SC229	3397
Counseling	Tim Moran, M.Ed	SC229	3354
Financial Aid	Reginald Page, Director	SC264	3218
Fitness Center	Michael DeAngelis, Coordinator	PE131	3738
International Student Services	Savita Bambhrolia, Director	SC259	3438
Library	Pamela Price, Director	LB104	3554
Programs for Academic Services and Success (PASS)	Khalida Haqq, Ed.D, Director	SC238	3423
Registration & Student Records	Joan Guggenheim, Registrar	SC247	3228
Security	Bryon Marshall, Director	SC120	3523
Special Services	Arlene Stinson, Director	LB221	3422
Student Activities	Danielle Garruba, Director	SC160	3435
Testing Center	Michele Rousseau, Manager	LA216	3295
Transfer Services	Laurene Jones, Director	SC229	3307
Tutoring Services	Arlene Stinson, Director	LB221	3422
Virtual College	Debbie Kell, Director	CM126B	3389

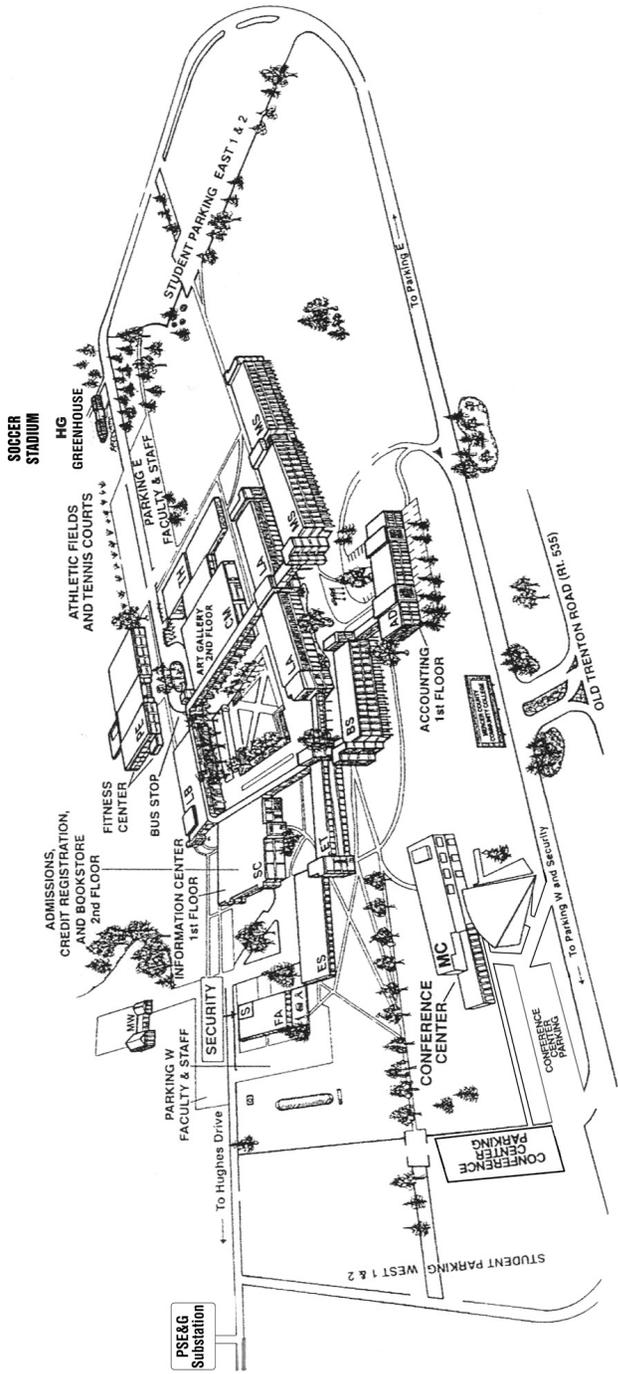
James Kerney Campus Offices

Adult Education (ABE/GED/ELI)	Melinna Harris, Director	KC118	3185
Bookstore		KC219A	6774
Bursar	Ha Cao	KC210	3149
Career Training Institute (CTI)	Robert Estok, Director	CC146	3170
Enrollment & Student Services	Barbara Jefferson, Interim Asst. Dean	KC218	3139
Learning Center	Joann Mia, Coordinator	KC311	3151
Testing Center		KC311	6695
Youth College	Donald Davis, Director	KC317	3132

Contents

Abbreviations for Campus Buildings.....	32	Information Center.....	44
Academic Foundations & Development		Information Technology Services.....	44
Courses.....	32	Insurance.....	44
Academic Integrity Policy.....	32	International Students.....	45
Academic Restart Program.....	32	Internet Access at MCCC.....	45
Academic Standing Policy.....	32	James Kerney Campus.....	45
Access to Your Records.....	33	Jobs - Work Study.....	45
Accounting/Bursar.....	33	Job Search Assistance.....	45
Administrators.....	2	Judicial Procedures.....	67
Advisement (Academic).....	33	Kelsey Theatre.....	45
Alcohol & Drug Policy.....	33	Leave of Absence from the College.....	46
Alumni Association.....	34	Learning Centers.....	46
Athletics, Fitness & Recreation.....	34	Legal Sanctions.....	68
Attendance Regulations/Absences.....	34	Library.....	46
Audit.....	34	Lockers.....	46
Automatic Teller Machine (ATM).....	34	Lost & Found.....	46
Blood Plan.....	34	Mascot and Colors.....	46
Board of Trustees.....	35	Matriculating.....	46
Bookstore.....	35	M-Alert.....	47
Book Return Policy.....	35	MercerMail.....	47
Buses.....	35	Music Organizations.....	47
Campus Eatery.....	35	Organ Donation.....	47
Career Services/Planning.....	36	Orientation.....	47
Cell Phones and Audio Devices.....	36	Parking Locations and Procedures.....	47
Centers for Continuing Studies, Training & Development.....	36	PASS.....	48
Change of Address/Name.....	36	Pets.....	48
Change of Program of Study.....	36	Photocopy Machines.....	48
Chaplain.....	36	Publications.....	48
Children on Campus.....	37	Readmission.....	49
Classroom Environment.....	37	Recreation.....	49
Clubs and Organizations.....	37	Registration.....	49
College Governance Council.....	37	Repeating a Course.....	49
College Skills Placement Test.....	37	Residency.....	50
College Success Courses.....	38	Rights and Responsibilities.....	56-66
Cooperative Education.....	38	Schedule Changes.....	50
Counseling Services.....	38	Scholarships.....	50
Course Syllabus.....	38	Security.....	50
Credit by Examination/Experience.....	38	Sexual and Gender Harassment.....	50
Disability Services.....	38	Shuttle Service.....	50
Discrimination.....	38	Smoking Policy.....	51
Distinguished Lecture Series.....	38	Student Activities Board.....	51
Directions to Both Campuses/Maps.....	4	Student Government Association.....	51
Electives.....	39	Student Records.....	51
Emergencies & Disturbances.....	39	Students with Special Needs.....	51
Emergency Closing.....	39	Studio Theatre.....	52
Faculty.....	39	Study Skills.....	52
Financial Aid.....	39	Testing Centers.....	52
Fines.....	39	Tickets.....	52
First Aid.....	39	Transcripts.....	52
Fitness Center.....	40	Transfer Services.....	52
Full-Time Study.....	40	Transfer of Credits into Mercer.....	52
Gallery, The.....	40	Tuition Refunds.....	53
Grades.....	40	Tutoring Services.....	53
Grade Appeals.....	41	Veterans Affairs.....	53
Graduation.....	42	Virtual College (TVC).....	54
Graduation Requirements.....	42	Visitors to Campus.....	54
Grievance Procedure.....	42	Volunteers.....	54
Honors.....	43	Website.....	54
Housing.....	43	Withdrawal From Courses.....	54
ID Cards.....	43	Withdrawal – Instructor Initiated.....	55
Immunization Regulations.....	43	WMCC Student Radio.....	55
Independent Study.....	44	WWFM/WWNJ.....	55

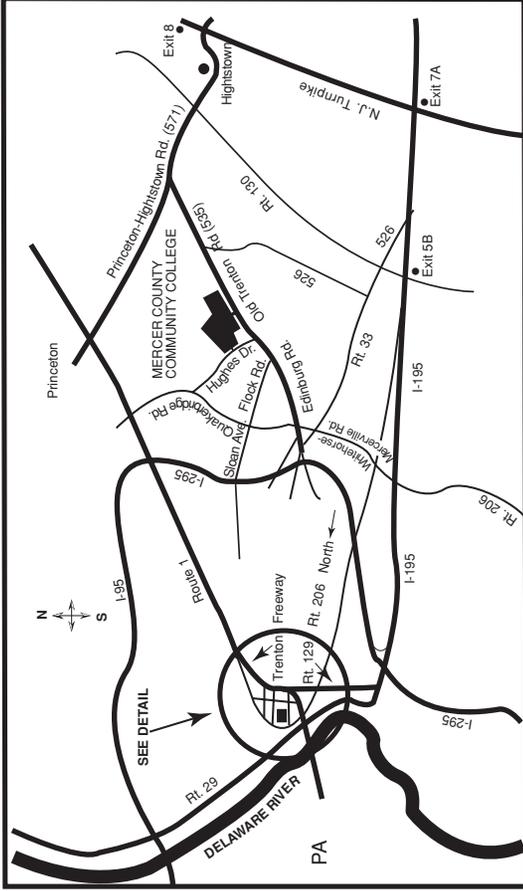
WEST WINDSOR CAMPUS



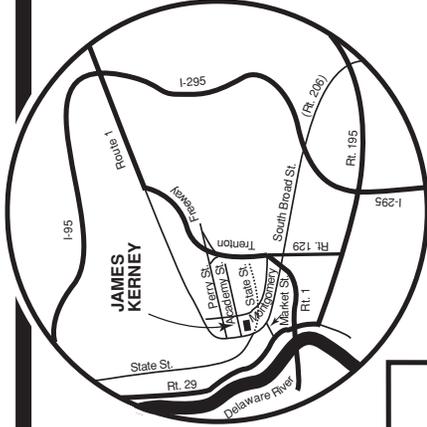
WEST WINDSOR CAMPUS 1200 Old Trenton Road

From North or South Via U.S. 1
Exit onto Quakerbridge Road, South 533;
After two miles, left onto Hughes Drive;
Follow Hughes Drive past Mercer County Park entrance; Campus entrance is on left.
From North or South Via Interstate 95/295
Take Interstate 95 (which becomes Interstate 295) to Exit 65A, Sloan Ave. E.;
East on Sloan Ave. (becomes Flock Rd.) to end (Edinburg Rd.);
Left onto Edinburg Rd. to campus entrance (jughandle right).

From North Via NJ Turnpike
Turnpike Exit 8 at Hightstown onto 33 West, 33 West to 571 in downtown Hightstown;
Right onto 571; Continue on 571 to 535;
Left onto 535 (Old Trenton Road), five miles to campus entrance on right.
From South Via NJ Turnpike
Turnpike Exit 7A (Interstate 195);
West on I-195 to Exit 5B (first exit off I-195);
North on N.J. 130 to first light (526);
Left onto 526 to first light; Bear left at light, then take immediate right (still 526);
526 to end, 535 (Old Trenton Rd.);
Left onto 535, two miles to campus entrance (on right) after Mercer County Park.



JAMES KERNEY CAMPUS North Broad and Academy Streets



From West Via NJ 29
Route 29 (John Fitch Parkway) to Market St.;
Market St. to second traffic light (Broad St.);
Left onto Broad St. to Academy St. (past 3 traffic lights);
Right onto Academy St.;
Kerney Campus is on corner of North Broad and Academy Streets.

From North or South Via NJ Turnpike
Turnpike Exit 7A (Interstate 95);
West on I-195 to NJ 129, West to U.S. 1;
North to Perry St. exit
(See "From Perry Street exit" below).

From North or South Via U.S. 1
U.S. 1 (Trenton Freeway) to Perry St. exit
(See "From Perry Street exit" below).

From Perry Street exit
Left (west) onto Perry St.;
Continue to Montgomery St.;
Left onto Montgomery St.;
One block, right onto Academy St.

From South Via Interstate 295
I-295 to NJ 129 West to U.S. 1 North
to Perry St. exit.

One block, Kerney Campus is on southeast corner of North Broad and Academy Streets.

Abbreviations for Campus Buildings

AD -Administration Building	LA -Liberal Arts
BS -Business	LB -Library
CC -Career Center (KC)	MC -Conference Center
CM -Communications	MS -Science and Health Professions
ES -Engineering Systems	MW -Maintenance
ET - Engineering & Technology	PE -Physical Education
FA -Fine Arts	SC -Student Center
HG -Horticulture Greenhouse	TH -Kelsey Theatre
KC -James Kerney Campus	WWC -West Windsor Campus

Academic Foundations and Developmental Courses

Upon entering Mercer, you probably took a “college basic skills test” called Accuplacer – or an equivalent test. The purpose of this test was to determine whether your current skills in reading, writing and mathematics are strong enough for you to be successful in college-level work.

If your test indicated a need to strengthen your academic skills, you were advised to schedule one or more “academic foundations” courses. These are ENG (English) or MAT (Mathematics) courses whose code numbers begin with a zero (0), such as ENG 025 or MAT 030. You will not be eligible to take many of Mercer’s courses until you complete your required academic foundations courses.

In addition, developmental courses may also be recommended to you, to assist you to improve in other areas related to your success. Academic motivation, study skills, career planning or other similar topics. Most student support courses begin with the letters ASK, CSS, or STU. See the college catalog for details.

Academic Integrity Policy

Students are expected to study and learn. If you violate the policy you may jeopardize your education. Cheating or plagiarism is not tolerated. Information about the appeal process is in **Students’ Rights and Responsibilities**.

Academic Restart Program

If you previously attended Mercer and had a Grade Point Average (G.P.A.) of less than 2.0, you may apply for an Academic Restart at any time after a period of non-enrollment of at least three (3) years.

If an Academic Restart is approved, all previous MCCC course credits and grades remain on the transcript, but courses taken prior to the period of non-enrollment are no longer counted in your G.P.A. Up to four credit course grades of “C” or better prior to the period of non-enrollment may be counted toward graduation requirements as non-graded courses at the discretion of the responsible dean. The G.P.A. will be reset at zero. A suitable message on the transcript will designate the point at which the Academic Restart became effective.

You will be allowed only one (1) Academic Restart. Once approved, it is irrevocable. Confer with a counselor or an admissions officer if you have specific questions.

Academic Standing Policy

Good Standing

As you begin your enrollment at Mercer, you are on **Good Standing**. You will remain on Good Standing if you pass the courses you take (with high enough grades) to meet the standards described in the college catalog.

Academic Warning, Probation or Dismissal

At the end of any semester, if you do not pass or complete enough of your courses (or if your grades are too low) you will be placed on academic **Warning, Probation or Dismissal**, in accordance with standards detailed in the college catalog. The number of credits for which you may enroll in the next semester will be restricted. Warning limits you to 13 credits or fewer. Probation limits you to 10 credits or fewer. Dismissal requires that you take one full 15-week semester off, and that you develop an approved Individual Success Plan before returning.

If you have any questions or concerns about your academic standing, be sure to discuss them

with an academic advisor or counselor. Withdrawing from classes could affect your academic standings.

Once placed on probation or dismissal, you may appeal to a higher status for good cause.

Access to Your Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects your educational records, access to your records, and release of your records. You are insured access to your records, the right of release of your records, and the right of privacy and confidentiality.

At registration you are informed of your rights concerning the privacy of your educational records. At that time, you have the right to withhold disclosure of directory information. All external requests for information, including directory information, are referred to the Student Records office.

Accounting/Bursar

AD 128 Mon.-Thurs. 8:30 a.m.-7 p.m., Fri. 8:30 a.m.-5 p.m.

(Summer Hours may vary)

KC 218 Mon.-Fri. 9 a.m.-5 p.m., Thur. 9 a.m.-7 p.m.

(Summer 9 a.m.-6 p.m.)

You may pay for tuition and fees at the Accounting office, AD 128, and at the James Kerney Campus, KC 218 during the hours listed above. Tuition and fees are established by the Board of Trustees and are subject to change at any time. You may pay your bill by cash, check, Visa, MasterCard, or American Express. There is also a payment plan available to pay your tuition and fees. See the website for details or visit the Accounting office. There is a fee charged for checks returned for insufficient funds.

Fines for parking tickets are paid at the Bursar’s office or the Accounting office. Transcripts are not released if outstanding fines exist. Approved time sheets for all on-campus student employment are submitted to the Accounting office, AD 128 or the Security office at the James Kerney Campus. The Bursar also has office hours in the Student Center location; please check on the current semester’s hours with either Accounting or Student Records.

Advisement (Academic)

Academic Advisors help you plan your educational program to achieve your goals.

You will be assigned to a faculty member for advisement according to your program of study. If you do not know who your advisor is, contact the Student Records office or your academic division.

The Advisement Center is available on the second floor of the Student Center. Here you may see an advisor at any time and get answers to basic or pressing questions. Your instructor may also be an excellent advisor; don’t hesitate to ask for help. If you are a non-degree student (attending courses for personal or job-related reasons), you may see a counselor or your instructor or visit the Advisement Center for advice on proper course selection.

Disabled students can make special arrangements for academic advisement. You may request an appointment by contacting Special Services, ext. 3517. Additional information is available on our website at www.mccc.edu/admissions_academic

Alcohol & Drug Policy

SC 245, ext. 3422

Prevention of alcohol and drug abuse is a recognized health-related priority at Mercer. The Counseling office will provide students and employees with the awareness of the perils of substance abuse, and offers booklets, pamphlets, videos, referrals, resources, and campus-wide activities to educate the college community.

The college prohibits the presence, use, serving and distribution of any alcohol or drug substance on college property. Sanctions imposed upon students or employees for violations of the college’s alcohol or drug policy will be determined by the circumstances of each case. Local, state, and federal laws which apply to the purchase, consumption, and abuse of alcohol and/or drugs will be fully enforced by MCCC.

Students and employees interested in obtaining more information, community referrals, or personal and confidential counseling may contact the Counseling department at ext. 3422.

Mercer County Community College is in a DRUG FREE ZONE. Since it is within 1000 feet of the Mercer County Special Services School, the penalties can be even more severe for those who take part in illegal drug and/or alcohol activities. In addition, legal consequences will apply:

- Anyone convicted of passing a drug can be considered a dealer, therefore subject to prison without parole. N.J.S.A. 2C:35-7

- Anyone convicted of possession of any type of illegal drug will have to do at least 100 hours of community service. N.J.S.A. 2C:35-10
- Anyone convicted as an adult for passing any type of illegal drug, other than marijuana, will be sentenced to three years in prison without parole.
- Anyone convicted as an adult for dealing even a small amount of marijuana will get at least one year in prison without parole. N.J.S.A. 2C:35-7

Alumni Association

All graduates automatically become members of the MCCC Alumni & Friends Association and receive membership cards at commencement. You may obtain information about the Association from ext. 3607.

Athletics, Fitness and Recreation

PE 120, ext. 3778 or athlete@mccc.edu

MCCC athletic programs rank among the finest in the country. Intercollegiate sports include men's and women's soccer, men's and women's basketball, baseball, softball, and men's and women's tennis.

If you are interested in participating in any of the sports listed, please contact the Athletics department. Part of the success of MCCC athletic teams is due to great student support at all home games.

Admission is free for all MCCC students with a valid Mercer I.D. at any home contest. Contact the Athletics department for all sports schedules or visit the college website.

Attendance Regulations/Absences

Students are expected to attend all classes of every course on their schedules and to be aware of each instructor's attendance policy. If you cannot avoid an absence, contact your instructor for assignments. Prolonged absences due to illness, injury, or bereavement for an immediate family member should be reported to the office of the Executive Dean for Student Affairs. If for a valid reason you require an excused absence, you may obtain consent from your instructor, provided you fulfill all course requirements.

Students in the Medical Laboratory Technology, Physical Therapist Assistant, and Radiography programs must arrange with the program coordinator to make up all missed laboratory and clinical hours. Students in nursing courses are required to attend all lecture, recitation, college laboratory, and clinical laboratory sessions.

The college is required by law to make attendance reports on students who are funded by Veteran Benefits, Social Security payments and various other federal, state, or private scholarship programs.

Mercer County Community College does not have a "cut system." Students are expected to attend classes regularly. Students are bound by the attendance policies established by their professors.

Audit

You may audit a course to acquire information or knowledge without credit or a grade. Normal tuition and fees must be paid. Intention to audit a course must be declared at registration, in writing, on the appropriate audit request form. An audit request will not be approved after you have registered for a course and you may not change from an audit to a credit basis during the semester. However, you may later repeat an audit course for credit. If you audit a course, you will receive a grade of X.

ATM

ATM services are available on the first floor of the Student Center in the student dining area of the Cafeteria.

Blood Plan

Students may become members of the MCCC Blood Plan. Mercer holds blood drives on the West Windsor Campus and at the James Kerney Campus twice each semester. A donation of one unit of blood entitles you and your immediate family members to 12 months of coverage. This is a much-needed community service.

Board of Trustees

The Board of Trustees is a group of citizens from the local community who govern and establish the policies of the college. They meet once a month, usually on the third Thursday, alternating between the West Windsor Campus and James Kerney Campus. The meetings are open to the public.

Bookstore

SC 222, ext. 3416 or mccc.bkstr.com

KC 219A, ext. 6774

In addition to textbooks, both new and used, the Bookstore offers study guides, best sellers, art supplies, engineering supplies, stationery, clothing, gift items, candy, and greeting cards. The store also provides special order books, recreation permits, and class rings. Your professors have carefully chosen the course materials found in the college bookstore. "Special" packages are sometimes created by faculty and may include software, study guides or special materials. These textbooks are intended to provide the primary source of information as well as complement what is being presented in class. Think of them as a continuous learning tool, providing you with knowledge, insight and experience. After you have earned your degree, these textbooks will become excellent references to solve the many challenges you are sure to face during your career.

The Bookstore will accept your personal check as payment for merchandise. If you are paying by check you will need two (2) forms of identification; your valid driver's license is required along with your valid MCCC ID or current class schedule. Your address, telephone number and college I.D. number must be on the check made payable to MCCC Bookstore.

Books are available at the James Kerney Campus Bookstore for JKC offered courses only. Please call ext. 3174 for hours and information.

Book Return Policy

Study guides, study aids and supplies are not returnable. Software is not returnable if opened. Textbooks containing software (diskettes/CD-ROMs) cannot be returned because publishers will not accept them back from the bookstore.

Returns must be accompanied by the original register receipt. Returns must be within ten days of start of class or within 48 hours of purchase, whichever is later.

If you drop a course, a refund of 75% of the price may be requested provided the books are completely unmarked. A "drop" slip must be presented. If you purchased with a check, a refund cannot be made until 10 business days have passed. If books are purchased with a credit card, your account will be credited. Returns must be in absolutely new condition. If originally wrapped in plastic, they must be returned that way. Do not write in the book(s).

Buses

If you wish to get to the college by bus, New Jersey Transit provides services with stops at both the West Windsor Campus and James Kerney Campus. You can also ride the college shuttle bus between campuses. Return trip tickets may be purchased at a reduced cost in the **Bookstore**, SC 222 or KC 219A.

The bus stop at the West Windsor Campus is at the loop next to the library. The bus stop at the James Kerney Campus is at the Trenton Commons at the corner of Warren and West State streets. Maps and bus schedules are available at the College Information Center and the Student Activities office at both campuses.

Campus Eatery

The Campus Eatery on the West Windsor Campus is located on the first floor of the Student Center.

BREAKFAST 7:30 a.m. through 10:30 a.m. **LUNCH** Monday through Thursday 10:30 a.m. to 6:30 p.m. Friday 7:30 a.m. to 2:30 p.m.

There are also food and drink machines located in the Student Center, Business, Physical Education, Liberal Arts, Engineering Systems, Maintenance, Math and Science, Communications and Theatre buildings. At the James Kerney Campus, Center City Café is located on the ground floor. The food is prepared and served by the Culinary Arts Program students of the Career Training Institute.

BREAKFAST 8:30 a.m. to 10:30 a.m. **LUNCH** 12 p.m. to 1:30 p.m. **DINNER** 5 p.m. to 8 p.m. (Fall and Spring only). Food and drink machines are also available.

Career Services

SC 229, ext. 3397 or careers@mccc.edu

CC 146, ext. 3170 or careersj@mccc.edu

Career services are offered to students at both the West Windsor Campus (SC229) and the James Kerney Campus (CC146). These offices provide students and alumni assistance with career planning, college major selection, job search, resume writing and interviewing skills.

Career Planning

Career planning or “major” selection usually begins with a counseling session. You make an appointment with a career counselor who can guide you through this process. In addition, there are various career assessment tools available through the career counselors that can help you to identify your career interests. They include Self-Directed Search (SDS), SIGI3 and Discover (JKC).

Cell Phones and Audio Devices

Students are prohibited from playing audio devices in any administrative or instructional areas such as classrooms and their adjoining hallways, the libraries, learning centers, lecture halls, and testing centers. Loud music played in any area of the campus, including the fitness center and theatre, may be considered distracting and disruptive to the academic and cultural environment. Wireless communication devices, such as cell phones — with or without picture/video capabilities — and pagers, must be deactivated while in the areas listed above and during any instructional or cultural event such as classes, lectures, labs and special programs. Students who fail to comply with a request from a college official related to the use of such devices may have the device confiscated and held at the Security office until they depart from the campus that day.

The Centers for Continuing Studies and Training & Development

MC 154, ext. 3202 or ComEd@mccc.edu

The Center for Continuing Studies offers noncredit courses for adults seeking to enhance their professional skills, to enter a new career or re-enter the workforce, or to expand their personal interests. In addition, youth activities and summer camps appeal to children throughout the community.

A catalog listing the course offerings is mailed to residences in Mercer County prior to the fall, spring, and summer semesters. A separate youth programs catalog listing all summer camp activities is available each January. Customized training and other services for the business community are available through the Center for Training and Development.

Change of Address and Name

SC 247, ext. 3228

KC 206, ext. 3144

To continue to receive communications from the college, you must inform the Student Records office whenever a change in address, name, telephone number or e-mail address occurs. Documentation supporting the change may be required.

Change of Program of Study

Student Records Office SC255

To change your program, first meet with an academic advisor to discuss the reasons for the change. If after this meeting you still plan to change your curriculum, complete a Change of Program Form.

The form can be picked up at the Student Records office or from your academic division. It requires the signature of the dean or administrator of the division in which your new program is based.

If you are undecided about making a change, Career Services may help to match your career goals with an appropriate major.

Chaplain

SC 212, ext. 3408

MCCC benefits from the services of a Protestant chaplain who maintains office hours at both campuses. The Chaplain is available to assist you in meeting your personal or spiritual needs.

Group fellowship, human development activities and personal counseling are offered. Office hours are posted on the door at SC 212. At other times, contact the Student Development Counseling office, SC 245 or Counseling Services in SC229. Catholic and Jewish chaplains are also available on an on-call basis.

Children on Campus

Children are not authorized on campus property at any time unless under the immediate supervision of a parent/guardian or enrolled in some special program supervised by the college. Students who bring small children to the campus may not leave them unattended at any time, especially in the Student Center, Library, and lounge areas. Children will not be admitted to instructional classrooms while classes are in session without prior approval by the instructor.

Classroom Environment

Everyone at Mercer is to respect the rights of students to learn. Instructors may establish reasonable rules of conduct in their course syllabus. You may be asked to leave any class session if you disrupt the learning environment. Please note that disruptive behavior, ranging from “acting out,” engaging in side conversations, receiving cell phone calls or audible beeper messages that disturb others will not be condoned.

Cell phones and audible pagers are to be turned off in all academic learning environments (including but not limited to laboratories, testing center, classrooms, library, learning centers, art gallery, theatre, etc.) unless previously approved by the instructor or responsible administrator.

The college strives to create an environment that fosters a sense of community, pride and respect; we are all here to work cooperatively and to learn together.

Clubs and Organizations

SC 160, ext. 3435 or clubs@mccc.edu

KC 215, ext. 3165 or clubsjkc@mccc.edu

Many Mercer students participate in clubs and organizations. Getting involved in activities gives students educational experiences, leadership opportunities and the chance to interact with other students and faculty/staff members in an informal setting.

Seven organizations serve all members of the campus community. More than thirty clubs offer students the opportunity to explore special interests. Many clubs are directly affiliated with fields of study and augment classroom experiences.

Student Activities staff members assist with all aspects of planning and implementing programs. Clubs and organizations operate in conjunction with the Student Activities office and a club advisor. For information on joining a club or starting a new club on campus, stop by the Student Activities office in SC 160 or KC 215.

AA Step Meeting	Computer	Klass of Their Own	Latino Reform Youth Council
African-American Student Org.	Criminal Justice	(Kappa Tau Omega)	Next Gen TV (MCTV)
Alpha Mu Gamma	Drama Theater	Future Teachers	Open (literary magazine)
Animation	Drumbeat	Gay-Straight Alliance	Paralegal/Legal Assistants
Architecture	(literary publication)	Gospel Ensemble	PASS (EOF)
Art	Flight	Graphic Design	Phi Beta Lambda
Cheer Dance Team	Funeral Service	Horticulture	Phi Theta Kappa
Christian Fellowship	(Sigma Phi Sigma)	Hospitality	Student Activities Board JKC & WW
College Voice	Gaming	International Students Org.	Student Government Association
(MCCC newspaper)		Islamic Awareness	WMCC

College Governance Council

The College Governance Council affords faculty, administration, and students an opportunity to have input on educational policies, curriculum matters, and academic regulations. Student membership information is available from the Student Activities office, SC160.

College Skills Placement Test

All new full-time students take the College Skills Placement Test. Part-time students seeking a degree must also take the test once they have accumulated 11 credits. The test covers college skill areas in English, reading, and mathematics. It determines initial placement in these and other courses. There is no charge for the exam and in certain cases, such as prior education or achievement of a score of 500 per section or higher on the relevant SAT, it may be waived.

MCCC uses test results for course placement purposes only. They have no bearing on college admission or course grades.

College Success Courses

MCCC offers courses to give you the skills and tools for success. For more information, visit the PASS (Programs for Academic Services and Success) office in SC238.

Cooperative Education

Cooperative Education offers you the opportunity to work in a job related to your field of study. After completing 24-30 credits, you are eligible for placement in a position and can gain from two to six academic credits. In most instances, Cooperative Education jobs offer competitive wages.

As a Co-op student, you gain experience in your career while you are still in college, establish an employment record, and enhance your prospects of obtaining full-time employment upon graduation. Co-op enables you to make a smooth transition from student to employee. Co-op eligible students should see their academic advisors for details. Job search assistance is available through Career Services (SC229) to locate a suitable co-op placement.

Counseling Services

SC241 ext. 3563 SC229 ext. 3354 BS ext. 3449 ET ext. 3596

KC218 ext. 3149 MS ext. 3470 LA ext. 3268

If you need assistance with personal issues or just someone to talk with about an academic concern, a member of our professional counseling staff is available.

At the West Windsor Campus, counselors are located in the Student Center, and each of the academic division buildings (Business, Arts and Communication located in the ET building, Liberal Arts, Science and Health Professions) in the vicinity of the office of the division dean. At the James Kerney Campus, the counseling services are located on the second floor. Some counselors have special qualifications to assist with personal health, alcohol and drugs, disabilities, parenting, relationships, career choices, college transfer and other issues. They are also familiar with external resource agencies that deal with personal concerns that may be interfering with your successful management of your educational objectives. You are encouraged to confer with these specialists when you encounter difficulties.

Course Syllabus

Every course has a syllabus that explains academic and behavioral guidelines for the course. Be sure to read the course syllabus thoroughly to determine course requirements, grading, attendance requirements and behavioral expectations.

Credit by Examination/Experience

MCCC will grant credit for prior nontraditional learning experiences which meet college requirements, but you must be matriculated, and the learning experience must be applicable to your degree. You will have to demonstrate knowledge, talent, or skills acquired outside the classroom. This can be accomplished by examination or assessment of appropriate life experience, work experience, or formal learning through military, proprietary, or training programs. If you are a veteran, your military experience and training may be worth college credits. Check with the office of Veterans Affairs, second floor of the West Windsor Student Center. If you would like to take proficiency exams to receive college credit for certain subjects, contact the Academic Testing Center, LA 216. Fees are charged in accordance with credits awarded. For information, contact the Office of Admissions, SC 255.

Disability Services

See "Students with Special Needs"

Discrimination

The college's policy on nondiscrimination is found in **Statement of Students' Rights and Responsibilities**. If you believe you have been discriminated against, you may file a student grievance (see grievance procedure) or confer with the college's Equal Opportunity Officer.

Distinguished Lecture Series

Academic Affairs, ext. 3331

Each semester the college invites distinguished lecturers to speak on a variety of topics at either the James Kerney Campus or the West Windsor Campus during the "activities period" (noon-1:15pm, Tuesdays, Wednesdays and Thursdays). These lectures provide enrichment to curriculum offerings,

course curricula and class discussions. They are free and open to the public. The Academic Affairs office coordinates and publicizes the lectures.

Electives

An elective is a course that offers you freedom of choice. You may fulfill elective requirements by taking any course (within specific elective categories) that interests you. You must meet the minimum entry requirements for that course. Before choosing any elective, it is important to verify that the course fulfills the elective category. More specific information and advice can be obtained from the college catalog or your academic advisor.

Emergencies and Disturbances

Security ext. 3503 (WW), 3175 (KC)

If you see an emergency or disturbance developing on campus, report it immediately to Security. Red emergency phones or call boxes located in the corridors of the West Windsor and James Kerney Campuses, and in the West Windsor student parking lots, provide a direct line to the Security office.

Emergency Closing

www.mccc.edu

WWFM 89.1

MC Cable TV Channel 26

The best sources of information about college closings are WWFM 89.1, Mercer County Cable Television channel 26 and the college website, **www.mccc.edu**. Closings or delayed openings will be announced on these sources first. As many institutions may be making similar decisions, we cannot assure that our announcement will be broadcast by other commercial radio stations. You may also try to call the campus. A voice recording will announce closings or delayed openings.

Faculty

Mercer has full-time and part-time faculty with advanced degrees from many universities throughout the United States and foreign countries. Faculty members dedicate their time to teaching, academic advising, and various college services and community activities. Each faculty member keeps office hours. Get to know your faculty members. They are a tremendous asset to your education at MCCC and are here to assist you.

Financial Aid

Student Center, SC263, ext. 3210

Kerney Campus, KC209, ext. 3167 finaid@mccc.edu

You will be considered for all available financial aid and scholarship programs at Mercer if you file the **Free Application for Federal Student Aid (FAFSA)**. No other application is required. The best way to file is online at **www.fafsa.ed.gov**. If you need help, the financial aid staff is ready to assist. Online applications get processed 7-14 days faster than paper applications, and the online edits will help you avoid mistakes. Use federal school code **002641** for Mercer.

Fines

Fines are charged for overdue library books, parking violations, and misuse of lockers. You pay library fines at the front desk of the Library; parking and locker fines at the Bursar's or Accounting offices. Transcripts are not released if outstanding fines exist. More information is available in the college's Statement of Student Rights and Responsibilities in the back of this handbook.

First Aid

Each campus is equipped with first aid and defibrillators. Full-time security personnel receive American Red Cross First Aid and CPR training. In case the need for emergency services arises, call Security Services at ext. 3503 or pick up the nearest red phone.

The Fitness Center

PE 131, ext. 3738 fitness@mccc.edu

MCCC maintains a fitness center which contains strength and cardiovascular exercise equipment. First-time users of the center are required to enroll in HPE 171, a five-week course designed to teach you how to use the equipment and to develop a fitness profile. After completion of the course, full-time students may use the fitness center free of charge. Part-time students, after completion of the course, may become a member of the center by purchasing a one-month, three-month or annual membership. For information, contact the Fitness Center or the Athletics Department.

Full-Time Study

If you are enrolled in a program and are carrying a course load of at least 12 credits per semester, you are a full-time student. To take more than 18 credits a semester, you must get special permission from your academic advisor.

The Gallery

CM Building, 2nd floor, ext. 3589 or gallery@mccc.edu

The Gallery features artwork of professional artists, prominent local artists, staff, and students. Located on the second floor of the CM Building on the West Windsor Campus, all exhibits and receptions are free and open to the public. Since many volunteers staff the Gallery, hours of operation change each semester. Hours are posted outside the Gallery and announced on the phone answering message. Students are encouraged to volunteer as gallery guides.

Grades

Your grade report will be available at the end of each semester or session of classes. Grades are recorded on your transcript.

Letter Grade	Nominal %	Definition	Grade Point Values
A	93-100	Superior Achievement	4.0
A-	90-92		3.7
B+	87-89		3.4
B	83-86	Above average achievement	3.0
B-	80-82		2.7
C+	77-79		2.4
C	70-76	Average achievement	2.0
D	60-69	Minimally passing	1.0
F	0-59	Academic failure	0.0
S	70-100	Satisfactory (comparable to C or higher)	NA
NC	0-69	No Credit	NA
X		Audit	NA
CR		Credit by examination or experience	NA
W		Withdrawal—student-initiated	NA
WI		Withdrawal—instructor-initiated	NA
WA		Withdrawal—administration-initiated	NA
N		No grade reported by instructor	NA
IP		Course is still in progress	NA
I		Incomplete—no credit earned	NA
Mid-Term Progress Grades			
G		"C" average achievement or better	NA
M		"D" minimally passing	NA
L		"F" failing	NA

"I" indicates that the instructor is affording the student extra time to earn a grade in the course. The amount of extra time is determined by the instructor, up to a maximum of 16 calendar weeks after grades are submitted. An I which has not been resolved within 16 calendar weeks is changed to an F or NC grade, as appropriate to the course. "I" grades are used sparingly and reserved for students who, as the result of some emergency, could not complete a small portion of the course after the withdrawal deadline.

Applicability to courses

Academic Foundations (ENG0–, MAT0–) courses use A through C, NC, X, W, WI, WA, N, IP and I. Other remedial, developmental and preparatory courses use S, NC, X, W, WI, WA, N, IP and I. All other credit courses use A through F, X, W, WI, WA, N, IP and I.

Grade points and averages

Letter grades have grade point values as shown in the chart. Other grades do not count in the grade point average, nor do any grades for Academic Foundations (ENG0–, MAT0–) courses or other remedial, developmental and preparatory courses.

Repeating courses

Students may repeat courses. The most recent grade is the student's official grade for the course, except that a grade which does not have grade point value will not replace a grade which does. A student who wishes to take a course for the fourth (or more) time is required to confer with his/her academic advisor or an advisor who teaches the course in question. The fourth enrollment in an ENG0– or MAT0– course requires authorization by the Dean for Liberal Arts.

Withdrawal from courses

To receive a W grade for any course, a student must consult with the course instructor or an appropriate division representative and then withdraw officially before two-thirds of the course has been completed. Withdrawal after this point results in a grade other than W (usually F) unless the Registrar determines that the student was unable to continue due to extraordinary circumstances beyond the student's control. The instructor may also withdraw with a WI grade any student who has been absent excessively, at any time before two-thirds of the course has been completed. Withdrawal from courses will not result in any refund of tuition or fees.

Grade Appeals

Any student may initiate an appeal of any course grade or related academic action or decision that affects the student's standing at the college. The procedure for appealing a course grade, academic action, or decision includes the following steps:

Initial Steps with Instructor

1. The student must make an appointment and meet with the instructor involved to discuss the action. The student must bring any relevant material such as a course outline, original copies of papers, lab reports, themes, and examination grades.
2. If the student is unable to resolve the issue with the instructor, the student should make an appointment to discuss the matter with the student advocate in the division from which the class was offered. The student advocate will attempt to resolve the matter.
3. If the student is unable to resolve the issue with the instructor and student advocate, the student must write a formal appeal statement on a Grade Appeal Form describing the exact nature of the appeal. Grade Appeal Forms can be found in each Academic Division office.
4. These forms must be filled out and submitted to the division dean or chairperson of the academic department within 30 working days of the end of the semester or session in which the grade was assigned. In extraordinary cases, extensions may be granted by a division dean or chairperson of an academic department. Accompanying the Grade Appeal Form will be any relevant material to support the appeal.
5. If some relevant materials have not been returned to the student by the instructor, it is the student's responsibility to request that the instructor give the student a copy of the material. If the instructor is unwilling to give the student the material, the student should contact the student advocate, division dean, or department chairperson to obtain the material.

Division Dean's Review

6. If the grading instructor is still employed by the college, the division dean's/chair's authority is limited to reviewing the case and advising the instructor that a grade change may be in order. If the instructor is no longer employed, the division dean/chair may designate another full-time faculty member in the discipline to act on the appeal. If the division dean/chair acts personally on behalf of a previously employed instructor, any resulting grade change is subject to review by the Academic Integrity Committee and approval by the Vice President for Academic Affairs.
7. The division dean/chair or the dean's designee shall act on each appeal as quickly as possible, acknowledging receipt of the appeal to both the student and the instructor. Acknowledging the appeal should occur within 10 working days of its receipt, and a written decision should be provided to the student within 20 working days of the appeal's receipt. This written decision will be forwarded to the chairperson of the Academic Integrity Committee.

Academic-Integrity Committee Review

8. If the student is not satisfied with the action of the division dean/chair and still wishes to pursue the matter, the student must make an appointment to discuss the action with the chairperson of the Academic Integrity Committee. The college Information Center, the Student Records office, or any academic division office will provide information about contacting the Academic Integrity Committee chairperson.
9. After talking with the student, the instructor, and the division dean/chair or the dean's designee and receiving all relevant material from the case, the Academic Integrity Committee chairperson will consult with at least three members of the committee in a preliminary hearing to determine whether the case warrants a full hearing with the student and instructor present. The chairperson will notify the student and instructor, in writing, whether or not the committee will hold a full hearing.

Grade-Appeal Full Hearing

10. If a hearing is to take place, all parties involved will be notified at least 10 working days in advance. In this notification, the student and instructor are advised of the rules and procedures for the hearing. The 10-day notification period may be waived by the student if a faster hearing is desired.
11. As soon as the student, instructor, the material witnesses, and at least three full-time faculty members who serve as the jury are present at the hearing site, the Academic Integrity Chairperson begins the proceedings and
 - a. explains the chosen method to record the hearing.
 - b. orally reviews the procedures for the hearing and subsequent appeals.
 - c. introduces the student and instructor as well as members of the subcommittee/jury.
12. The student then presents the case including all relevant material in the appeal. All evidence must be related only to this appeal, or it will not be allowed. The instructor is then invited to respond to the student's case. The subcommittee/jury may ask questions of each of the parties involved and may request additional material at any time during the hearing.
13. Once both of the parties have had the opportunity to present their arguments and the subcommittee/jury members are satisfied that they have heard and seen all of the available information, the student and instructor are excused and the sub-committee deliberates to make a decision. The subcommittee may decide to:
 - a. recommend a change to the Vice President for Academic Affairs for final action.
 - b. make no change.

Resolution

14. The subcommittee's/jury's decision will be put in writing by the Academic Integrity Committee chairperson and forwarded to the student, the instructor, and the Vice President for Academic Affairs. Final action in the case must be taken by the Vice President for Academic Affairs.
15. If not satisfied with the Academic Integrity Committee decision, the student may appeal the action, in a written request, directly to the Vice President for Academic Affairs. The vice president examines only the material presented in the hearing, including the Academic Integrity Committee decision, and makes a final judgment. No other appeals may be made. If new information surfaces after the Academic Integrity Committee hears the case and before the vice president renders a final judgment, the Vice President for Academic Affairs may not consider the new information but may request that the case be re-heard by the Academic Integrity Committee with the new information included.

Graduation

Commencement ceremonies are held each year in May. January, May or August graduates can attend the May ceremony. If you believe you are eligible for graduation, you must pay the graduation fee and complete an application at the Student Records office, by October 1st for January graduates, by February 1st for May graduates and by April 1st for August graduates. This application must be submitted on time. Cap and gown measurements will be taken in the Student Activities office, SC 160 or KC 218. Measurements are taken during February and March.

Graduation Requirements

In order to graduate from your degree or certificate program, the most important thing you must do is to complete all required and elective courses as listed in the college catalog. Generally, you must earn a C or higher grade in all courses that are considered critical to your major and your overall grade point average (GPA) in the courses you have taken to fulfill graduation requirements must be at least 2.00. Also, you must complete all coursework in your major field within ten years prior to graduation (five years for programs in Allied Health and Aviation Flight Technology).

Grievance Procedure

MCCC provides you with an opportunity to express grievances concerning programs, services, and allegations of discrimination. If you believe that the college has failed to provide you with an en-

titled service or that a service was inadequate, and if you have been unable to resolve your concern informally, you may request formal review of the grievance by filing a Student Grievance form with the Executive Dean for Student Affairs, SC 236, or JKC Office of Student Services.

You may also file a grievance if you disagree with a decision, rule, or regulation of the college or a staff member, or if you believe that you have been treated in a discriminatory manner.

Also see Grade Appeals or Sexual/Gender Harassment.

Honors

If you earn excellent grades in a given semester (or academic year or two-year period, for part-time students), you may receive the distinction of being named to the Dean's Honor List or the President's Honor List. Such an honor is recorded on your transcript, and you will receive a certificate to commemorate it.

The qualifications for the honor lists are detailed in the college catalog. The President's List requires a 4.00 average, and the Dean's List requires a 3.20 or higher with no grades of D, F or NC.

Alpha Mu Gamma

The Kappa Iota chapter of Alpha Mu Gamma is the college's local chapter of the national collegiate foreign language honor society. In order to be eligible for membership, a student must earn a 4.0 average in two different levels of the same foreign language. For information, contact the faculty advisor, Dr. Steven Richman, LA 119.

Phi Theta Kappa

One of Mercer's active student clubs is its chapter of Phi Theta Kappa, the national academic honor society for students enrolled in community/junior colleges. Invitation to membership is extended to all MCCC students who have demonstrated academic excellence. Through a variety of activities, the Alpha Theta Gamma chapter seeks to promote scholarship and service, develop leadership, and cultivate fellowship among community/junior college students. For information, contact the advisors, Dr. Karen Bearce, LA131, ext. 3564.

Housing**SC 160, ext. 3435**

Because MCCC is a community college, no provisions are made for dormitories. If you need to locate a room or apartment in the vicinity of the college, there is a housing bulletin board across from the Student Activities office, SC 160. The list is updated regularly. The College assumes no responsibility for financial obligations, personal or property damages incurred or caused by students. The College does not always assign students to homes and cannot guarantee places for students to live once admitted to the college.

ID Cards (College Policy #602)**SC 115, ext. 3429 or 3430****JKC Security, ext. 3175**

A validated, current photo ID card is required for access to all college services and facilities. It is also required for admission to college events and for picking up Financial Aid checks and work-study paychecks.

Students must visibly display a valid MCCC ID at all times on campus. Students who violate the policy will be subject to a fine of \$10. If you use fraudulent identification, or permit someone else to use your ID, you are subject to disciplinary action.

New students should secure ID cards from the College Information Center during the first three weeks of classes or as otherwise stated. Keep this ID card; it can be used for an indefinite period of time, but each semester that you are registered it must be validated at the College Information Center on either campus.

To replace a lost ID card, you must pay the replacement fee of \$10 at the Bursar's office and take your receipt of payment to the College Information Center at WWC or JKC Security/Information booth.

Immunization Regulations

The New Jersey State Department of Health requires that all full-time matriculated students provide a valid record of immunization verifying two live doses of Mumps, Measles and Rubella (MMR) as a means of controlling the spread of communicable diseases. Students will be encour-

aged to satisfy this documentation requirement during the early registration process. Failure to meet all immunization standards prior to the completion of the initial semester of enrollment will limit future registration to part-time status.

Independent Study

You can complete course requirements outside of the formal classroom and receive credit. You must, however, obtain formal approval for independent study from a willing faculty member. Independent study is not suitable for everyone. College guidelines for independent study are applied to all requests. You should review the following guidelines before applying for independent study.

1. You must have completed 15 credits with a minimum quality point average of 2.75 to be considered eligible for independent study.
2. You may select no more than one course by independent study during a semester.
3. A maximum of four courses may be taken by independent study in degree programs.
4. Courses by independent study must be sponsored by full-time members of the faculty whenever possible.
5. You may not select more than two courses by independent study under the sponsorship of the same faculty member.

Permission for any exceptions to the above guidelines must be obtained from the appropriate division dean.

Information Center

SC 115, ext. 3513

The College Information Center (CIC) is located on the first floor of the Student Center. Staff members collect, organize, and dispense information about all events, meetings, deadlines, activities, or services of the college. If you don't know who to see about a particular problem, or where to find certain services, you should begin your search at the College Information Center.

The center maintains all bulletin boards on campus. If you wish to post anything on campus bulletin boards, you must take the material to the Information Center, and you will be informed where you may post it.

Information Technology Services

Mercer maintains well over one thousand computers for student use in various laboratories on both campuses. The Information & Technology Services division along with department staff share responsibility for making labs available, and the open lab hours are posted on the www.mccc.edu website. Both campuses, West Windsor and James Kerney (see also James Kerney Campus Learning Center) have open computer labs for all standard applications (including word processing and spreadsheet software) and most course-specific software found in instructional labs. The main open labs are located in the West Windsor campus Library and the James Kerney campus Library. I.D. cards are required for admission. Black-and-white printers are provided and prints cost 10 cents per page.

Insurance — visit www.visitsrc.com for information

Accident Insurance: A student ACCIDENT-ONLY Insurance Policy is provided to all on-campus students and is paid for through college fees. The policy provides limited benefits for the treatment of school-time injuries. Because this plan provides excess benefits only, students must first submit accident claims to their own private insurance (if any). Claim forms are available at the College Information Center (SC115), Enrollment Services (SC255) or Student Activities (SC160).

Sickness Insurance: In addition to the school accident coverage, MCCC requires all full-time matriculated students to carry some form of adequate SICKNESS INSURANCE. Those full-time students without alternate coverage will be enrolled in the MCCC Student Accident and Sickness Insurance Plan, and a semester insurance charge will appear on their statement of account. In order to avoid this fee, full-time matriculated students must have alternate sickness insurance and complete a waiver form at the time of registration. Part-time students are eligible to voluntarily enroll in the MCCC Student Accident and Sickness Insurance Plan by submitting a voluntary enrollment form. Waiver, enrollment and claim forms are available from Enrollment Services, SC255, or Security offices.

International Students

SC 259, ext. 3438 or international@mccc.edu

International students can take advantage of all services available to students at the college.

To ease your transition to living and studying in the U.S., the Office of International Student Services can assist you with immigration, academic, personal and cultural adjustment concerns. The Office of International Student Services plans special workshops for international students and programs to promote international and cross-cultural understanding on campus. Orientation for new students is held before the start of each semester. Information of interest to international students is available on our website at www.mccc.edu/admissions_international

The International Students Organization provides social activities for students. In addition, the college provides courses in English as a Second Language.

Internet Access at MCCC

Mercer recognizes the importance of the Internet for learning and communication, and makes it available for that primary purpose. Library staff at both campuses can assist you to do Internet-based research for class assignments. A growing number of courses incorporate Internet use as part of classroom or laboratory sessions. Some courses focus on the Internet itself as their main topic of study. The Open Lab in the Library at the West Windsor Campus is available for accessing the Internet and provides attendants to assist you in selecting from a wide choice of free Internet service and email providers. Policies on acceptable use of the lab and the Internet are available in the lab. Open Lab hours are the same as Library hours, posted at the first and second floor entrances.

James Kerney Campus

The James Kerney Campus, located at the corner of North Broad and Academy Streets, is MCCC's urban campus. Many of the courses, programs and services offered at the West Windsor Campus are also available at the James Kerney Campus. The campus is especially convenient if you reside or work in downtown Trenton.

You may take both day and evening credit courses as well as community education courses at the James Kerney Campus. You may also receive academic, personal, career, and financial counseling.

Adult programs offered at the campus include Adult Basic Education/General Educational Development, Workforce Readiness, Life Skills, Career Training Institute and the English Language Institute. Youth programs include Talent Search, Upward Bound, SMILE and Youth Corps.

For more information about the services, activities, or programs offered at the James Kerney Campus, contact the JKC Office of Student Services (KC 218 ext. 3180).

Jobs — Work Study workstudy@mccc.edu

Employment on and off-campus is available through the federally-funded College Work Study program or through a limited number of college-sponsored jobs. After receiving a work study allowance from the Financial Aid office, SC 263 or KC 206, work study eligible students may inquire about current federal work study openings in Career Services, SC 229 or KC 146. College-sponsored jobs are available to qualified students regardless of financial need.

Job Search Assistance

SC 229, ext. 3397 or KC 146, ext. 3170

Career Services also provides students with tools to search for jobs. They include job posting boards (both campuses), and an exclusive job posting website for MCCC students and alumni (www.collegecentral.com/mccc). Both campuses also conduct "Job Fairs" and employer recruiting visits. In addition, the James Kerney campus provides job placement assistance through Workforce New Jersey.

Kelsey Theatre

ext. 3581, kelsey@mccc.edu

Located opposite the gym on the West Windsor Campus, the Kelsey Theatre is an intimate 385-seat theatre used for performances, classes, tests, lectures, rehearsals and meetings. It comes alive as the premiere family theatre in central New Jersey, featuring musicals, comedies, dramas, children's theatre, dance

and music concerts and special events. MCCC students may purchase tickets in person only for \$5 with a current, validated student ID. Contact the Box Office at (609) 570-3333 or order online at www.kelseytheatre.net. All students are urged to become involved with the theatre either as performers or in backstage production. Contact the Theatre office at ext. 3581 to find out about auditions and fun opportunities behind the scenes.

Leave of Absence From the College

Students may apply for leaves of absence for periods not to exceed two years. An application may be obtained from Student Records. It must be reviewed and approved by the dean of your academic division and then returned to Student Records for final approval. You cannot have any outstanding obligations to the college. If you “drop out” or take an unapproved leave of absence, or if an approved leave of absence expires, you must apply for readmission to the college.

Learning Centers

West Windsor Learning Center, FA129, ext. 3422

The Learning Center is located in FA129 during the Library renovation period. Tutoring is available in all levels of reading, writing, mathematics, chemistry, biology, physics, accounting, economics, computer science and study skills. Tutoring is free and no appointment is necessary. A detailed schedule can be obtained at The Learning Center or at www.mccc.edu/student_services_tutoring

JKC Learning Center, KC 311, ext. 3151

Located on the James Kerney Campus at 101 North Broad Street in Trenton, the Learning Center provides individual and group tutoring for students enrolled at the college. The center also provides a range of enrichment options through the AIMS network of computers. The Testing Center is also part of the Learning Center. (See Testing Center.)

Library See www.mccc.edu/students_library

LB 104, ext. 3561 West Windsor

Dempster Fire Training Center, ext. 3561

KC 303, ext. 3179

The WW library has been relocated to temporary facilities located next to the Administration building and behind the BS building. For a full list of services, hours and updates, call: 570-3560, or email us at: library@mccc.edu, or go to : http://www.mccc.edu/student_library.shtml

West Windsor open computer lab services have been temporarily relocated to two rooms: LA232 and ET212. You may use computers in either room with MCCC I.D. which is required for entry. For hours that each room is available, call: 570-3560, or email us at: library@mccc.edu, or go to: http://www.mccc.edu/student_library.shtml

Lockers

Coin-operated lockers are available throughout the West Windsor Campus. Supplies and personal items may be stored in lockers during the school day only - not overnight, on weekends, or holidays. Lockers are checked and emptied periodically. Fines are charged for extended use and for loss of a key. Lost keys should be reported to Security. Special lockers are also available for the supplies of art students and others. These lockers are generally assigned. Personal locks may be used, but not left in place overnight or on weekends. The college is not responsible for items stored in lockers.

Lost & Found ext. 3305

Contact Security, ext. 3305. A lost and found unit is located at Security. You should check there if you lose any items or belongings. Unclaimed items are discarded at the end of each semester.

Mascot, College Colors

The college mascot is the Viking and our college colors are green and gold.

Matriculating

SC 255, ext. 3228

KC 218, ext. 3144

If you are a non-matriculated student and would like to be accepted into a program of study

(i.e., matriculated) to work toward a certificate or degree, you need to complete an application for admission. Application forms are available in the Admissions offices at the West Windsor Campus and James Kerney Campus, or call and we will mail one to you. Once we receive your application, you'll be scheduled to take the college skills placement test. When the results of the test are available, we'll schedule you for Program Acceptance Counseling (PAC). You'll meet with a counselor to discuss programs of study, review your academic and career goals and be accepted into a program. The PAC counselor will help you build a schedule of courses and register for your first semester as a matriculated student.

M-Alert — Emergency Notification System

M-Alert enables MCCC administrative and security professionals to reach all students, faculty, and staff members with time-sensitive messages via voice recording, e-mail, and text messaging. During unforeseen events, critical situations, or emergencies, the college may employ the system to broadcast pertinent information and provide details on appropriate response. *M-Alert* helps MCCC provide a safer environment, enhance emergency preparedness, and keep its students and staff better informed. Students should keep their contact information up to date via the Student Portal. Additional information regarding *M-Alert* can be found on the college's web site at www.mccc.edu/m-alert.

MercerMail — Student Email

All enrolled credit students receive a Mercer email account. This email service is powered by Google and provides each student with 2 gigabytes of email storage, instant messaging and calendaring capabilities. Information regarding student email account names and access can be found at the college's web site at www.mccc.edu/mercermail.

Music Organizations

MCCC offers a variety of musical groups. They are the MCCC Community Band, chorus, jazz band, instrumental ensemble, and the gospel choir. You may participate in some or enroll in others and receive academic credit. Instrumental groups require previous playing experience. For more information, contact the Music Department, CM 157.

Organ Donation

Pamphlet available at College Information Centers on both campuses.

Orientation

MCCC offers orientation sessions for new students at the beginning of each semester. The orientation will acquaint you with services, policies, responsibilities, and rewards of attending MCCC. If you miss the scheduled orientation sessions, stop by the Student Activities office, SC 160 or in KC 212, to pick up the packet of information that is distributed at orientation. Special orientations for international students, distance-learning students and PASS students assist with adjustment to the first-year experience.

Parking Locations and Procedures

Student parking at the West Windsor Campus is available in the East and West parking lots I and II. Unless given advance authorization and permit by the Security office, use of all other parking areas is prohibited. Parking along curbs, fire zones, and loading/unloading areas is prohibited. Limited free parking is provided for students at the James Kerney Campus. Several parking garages are available in the immediate area.

Campus parking violation tickets carry fines which must be paid within five days at the Bur-sar's office. Ticket appeals must be made within five days to the office of the Director of Security, located in the Student Center.

After the first ticket for parking in an unauthorized area, your vehicle will be immobilized. Failure to pay parking fines may also result in the immobilization of your car. The third infraction will result in the vehicle being towed at the owner's expense. Both will require the student's appearance before the Student Conduct and Discipline Committee.

Disabled or severely injured students can make arrangements for special parking privileges through the Security office. A doctor's note is required.

The college is not responsible for theft of or damage to vehicles on campus.

PASS (PROGRAMS FOR ACADEMIC SERVICES AND SUCCESS)

SC 238, ext. 3423

Programs for Academic Services and Success (PASS) is a comprehensive academic support services program established to unite the Educational Opportunity Fund program (EOF), the Student Support Services program (SSS), and Retention Services into a centralized office that promotes student achievement and persistence. PASS is committed to fostering the academic and social development of MCCC students. The Retention Services component of PASS offers a First-Year Experience program comprised of a College Success Seminar (CSS101), Peer-Mentoring, Academic Alert System, and Entering Student Assessment for all incoming and “at-risk” Mercer students. Retention Services also coordinates Academic Status Appeal interviews to assist continuing students in getting “back on track” after they have experienced difficulty meeting academic progress standards. For additional information contact Dr. Khalida I. Haqq, Director, at haqqk@mccc.edu or 609-586-4800 ext. 3423.

The Educational Opportunity Fund (EOF), which is funded by the state of New Jersey, assists eligible low-income, academically under-prepared residents to attend college. The Student Support Services (SSS), which is funded under federal Title IV, provides academic support for eligible low-income, first-generation students. Both EOF and SSS are designed to assist participants in developing attitudes, skills, and abilities that enable them to achieve their educational goals. Students who are accepted into either the EOF or the SSS program are given personal counseling, academic advisement, tutoring and supplemental instruction, and opportunities for cultural/educational enrichment trips, leadership development, and 4-year college tours, as well as grants and/or scholarships to students who qualify. Students interested in participating in the EOF and/or SSS programs must complete the financial aid process, apply to PASS, and attend an intake interview before final selection decisions are made. If you would like to learn more about the EOF program or if you are eligible to apply, contact the EOF Student Services Coordinator at weatherc@mccc.edu or 609-586-4800 ext. 3423. If you would like to learn more about SSS or if you are eligible to apply, contact the SSS Student Services Coordinator at bowserk@mccc.edu or 609-586-4800 ext. 3423.

Pets

No pets, with the exception of service dogs, are permitted on campus grounds or in campus buildings. If pets are required for a classroom assignment or a planned part of an authorized campus activity, the owner must have secured previous approval from the classroom instructor or the Director of Student Life.

Photocopy Machines

Photocopy machines for student use are located in both the West Windsor Library and the James Kerney Library. Copies are 10 cents per page.

Publications Catalog

This official publication of Mercer County Community College includes academic information, course descriptions, and general information about the college. If you are a new full-time student, you will receive a catalog at the time of your program acceptance counseling interview. Keep it where you can refer to it as needed. Catalogs can be obtained at the office of your academic division at the West Windsor Campus or the Office of Enrollment Services at either campus, SC 255 or KC 218.

Website

The college website, www.mccc.edu, publicizes current campus events, information for students and updates on the college catalog. Students can register for classes, get unofficial transcripts, make payments, and view grades online.

College Voice

The student “newspaper” is published throughout the academic year under the primary direction of students enrolled in the journalism program. Contact the Office of Student Activities (SC 160) for more information.

Drumbeat

This literary publication, distributed twice each semester, serves primarily as a forum for sharing the works of “students of color.” All members of the campus community are invited to submit contributions.

Open

The student literary journal *Open* is published yearly. The magazine contains short stories, poetry, artwork, and photography. If you wish to contribute material to *Open*, contact the faculty advisor.

Readmission

If you have been absent from the college for one year and did not complete a Leave of Absence Form, you will have to reapply. This process is called readmission. To be readmitted to the college, your first step is to pick up an application packet at the Admissions office. If you previously attended Mercer but have not enrolled for three consecutive years, you may be eligible for the Academic Restart Program. Your previous academic and financial status will be reviewed. If you have any questions, please contact the Admissions office.

Recreation

PE 120, ext. 3741

Recreation facilities at the West Windsor Campus offer many opportunities—swimming, tennis, Fitness Center and open gym hours. All services are nondiscriminatory. However, community residents must purchase a recreational permit to use the swimming pool. Enrolled students will be asked to present their current, validated MCCC ID. Use of equipment in the Fitness Center is available to full-time students and requires proof of competency. Part-time students must purchase a membership for the Fitness Center at a cost of \$35 per semester. Operational hours for all recreational facilities (with the exception of the tennis courts) are posted near the entrance to the facility or check the website, www.mccc.edu/community-recreation.shtml.

Registration

SC 247, ext. 3228 • KC 218, ext. 3169

Registration is the process by which you sign up for the courses you intend to complete in a given semester. This is accomplished in one of five ways:

1. Early registration allows you to select courses for your next semester before the current semester ends. It is the easiest and best way for you to get the courses you want. Toward the end of each semester there are days set aside to register early. After you have seen an academic advisor, you can register for the courses needed for the next semester.
2. Mail-in registration generally is used by part-time students who select courses from the brochures received in the mail. Mail your tentative schedule and tuition charges to Student Records. Once the materials are processed, you will receive your schedule in the mail.
3. Open registration takes place at set times before each semester at the Student Records office. You must pay for tuition and fees at that time, and you will receive your schedule immediately. Register for noncredit courses at the Continuing Education office prior to the beginning of the class.
4. In-person registration takes place on both campuses for several days near the beginning of each semester. You proceed through various stations until you have chosen your courses, consulted with faculty advisors, paid tuition and fees, and received your schedule.
5. Convenient online registration is available at www.mccc.edu.
6. Fax registration takes place at set times before each semester. Tuition and fees must be paid by credit card. The fax registration telephone number is (609) 570-3861.
7. Late registration takes place shortly before each semester. You have a last chance to add courses to your schedule. You may pick up courses, but you must pay schedule change fees or late fees. Divisional approval may be required. (See also Schedule Changes.)

Students with special needs may request special arrangements for registration. This may be either during the regular registration period or by individual appointment. To make such arrangements, contact the Registrar in the Student Records office, SC 247. **Please see your advisor before you register.**

Repeating a Course

Students may repeat courses. The most recent grade is the student's official grade for the course, except that a grade which does not have grade point value will not replace a grade which does. A student who wishes to take a course for the fourth (or more) time is required to confer with his/her academic advisor or an advisor who teaches the course in question. If you have already enrolled three times in an academic foundations course without passing it, you may only attempt it for a fourth time if you are authorized to do so by the Dean for Liberal Arts (LA162, ext. 3325).

Residency

Tuition rates vary according to residency. The college is responsible for verifying student claims of residency. If you report a false address, you are subject to disciplinary action. Consult the Registrar's office for further information.

Schedule Changes

SC 247, KC 218

Schedule changes may be made during open and in-person registration prior to the beginning of any semester. After a semester begins, schedule changes are permitted but may require special approval. The only change permitted after the first week is a course withdrawal. (See also Registration.)

Scholarships

In addition to federal and state Financial Aid, students should consider applying for scholarships offered through the MCCC Foundation, which offers scholarships for single parents, part-time students and continuing students based on need and academic performance. Apply through the Financial Aid office.

Security

FA126, ext. 3503; KC 202, ext. 3175

The Security office at the West Windsor Campus is open 24 hours a day, seven days a week, and is committed to providing a safe campus environment.

The Security Department is also responsible for protecting college property and the enforcement of all college regulations, including parking and traffic control.

The James Kerney Campus Security office provides the same services and is open during the normal operating hours of that facility.

Red telephones are located at either end of hallways and vestibules throughout the campuses. These telephones provide direct communication with the Security office and should be used for emergency reasons **only**. Campus crime statistics are available upon request. All college property and premises are subject to camera surveillance.

Sexual and Gender Harassment

Mercer County Community College does not condone sexual harassment. Sexual and gender harassment of students or college employees is not ethical to the ideals of higher education and to the mission and goals established by the college. Such offensive and abusive behavior has no place in this academic setting and will not be condoned. See policy in **Student's Rights and Responsibilities**.

Shuttle Service

Mercer County Community College provides free shuttle service daily during fall and spring semesters between the James Kerney and West Windsor Campuses for currently enrolled students, faculty, and staff. The shuttle is handicap-accessible. All passengers are required to show a current, validated MCCC I.D. to utilize the shuttle service.

For the safety and comfort of passengers, all persons using the shuttle service must adhere to the following rules:

1. All occupants must remain seated while the vehicle is in motion.
2. Actions that disturb the normal operations of the shuttle service and or interfere with the rights of other riders are prohibited.
3. No smoking.
4. No eating or drinking.
5. No visitors, children or infants.
6. No pets (this does not exclude service animals assisting persons with disabilities.)
7. No excessive noise.
8. Ear phones are required for use of personal music and/or video devices.
9. No unauthorized stops.

The maximum number of passengers shall not exceed seating capacity. Seating will occur on a first come, first served basis; this includes necessary equipment and service animals accompanying persons with disabilities. All shuttle schedules are approximate times and are subject to change or revision. Visit www.mccc.edu/welcome_security for schedule.

The shuttle driver has full authority to address problems that may occur while persons are boarding, on board, or exiting the shuttle. This includes the right to refuse travel to any person who does not comply with the shuttle rules or who is deemed a risk to safety.

Recommendations, complaints and general comments are welcomed and should be addressed to the Provost Office (KC403) 570-3160 and the Assistant Dean of Student Services at West Windsor (PE105) 570-3740.

Smoking Policy

The College has a vital interest in maintaining a healthy and safe smoke-free environment for its students, faculty, staff and visitors while respecting individual choice. Consistent with these concerns and with the New Jersey Smoke-Free Air Act (N.J.S.A. 26:3D-55), our smoking policy (#695) restricts smoking on the campus.

Smoking is prohibited in any college-owned or leased building. This includes, but is not limited to, hallways, classrooms, offices, restrooms, meeting rooms, lobbies, elevators, cafeterias, waiting rooms, and indoor or open-air athletic facilities.

You may only smoke in the designated locations around the campus. We ask that once you finish smoking that you properly dispose of the cigarette butts to keep the appearance of our campus beautiful.

Students who violate this policy will be subject to conduct and discipline action. The discipline may also include a fine in the amount of not less than \$25 for the first offense, \$50 for the second offense and \$100 for each subsequent offense.

Student Activities Board

SC 116, ext. 3212 (WW)

KC 215, ext. 3144 (KC)

The Student Activities Boards at the West Windsor and James Kerney Campuses plan cultural, educational, recreational and social programs and campus-wide events. SAB strives to create a sense of community on campus. See Clubs and Organizations.

Student Government Association

SC 151, ext. 3401

Student Government Association is the governing body of all students enrolled at the college. Through SGA students have a voice on campus. SGA meets on the first and third Thursdays of each month at noon in SC 108. Meetings are open to everyone.

Student Records

SC 247, ext. 3228 KC 218, ext. 3139

It is very important to enroll in the right combination of courses each semester, based upon your program's requirements and your personal circumstances. Your advisor is available to assist you with your individual planning.

Before the start of any semester or session, you may "drop" any of your courses from your schedule and receive a full refund. This must be done officially, via the Enrollment Services office at either campus.

Once the semester or session has begun, your registration is final. If you wish to remove a course from your schedule, you must "withdraw" from it (see Withdrawal from Courses). An exception will normally be granted during the first week if you need to correct an advisement or registration error (such as having enrolled in the wrong math course).

Students with Special Needs

FA129, ext. 3422

The Office of Special Services provides continuing support to students with documented disabilities.

We are committed to a policy of Equal Opportunity and Affirmative Action. We are in compliance with the accommodation and accessibility statutes of the Rehabilitation Act of 1973 and the ADA. We provide access and reasonable accommodations to all qualified individuals with documented disabilities. Various support services have been established to assist students according to their individual needs; these services include academic accommodations, counseling and advisement, tutorial support, study skills support, and technology support. Students are encouraged to contact the Office of Special Services as soon as they make the decision to attend MCCC. Information about special services is available on the MCCC website at www.mccc.edu/student_services_needs.shtml.

Studio Theatre

The Studio Theatre is an intimate black box experimental theatre in the Communications (CM) building devoted to student productions and workshops. Contact Jody Person, ext. 3524, for schedule of events or to get involved. The Drama Club hosts a popular open microphone show – The Late Night Series every Friday night in the Studio Theatre. For more information visit www.latenightseries.com/newjersey.

Study Skills

Your success at MCCC will depend upon your study skills. How well and how much you learn will be determined by your use of these skills. If you need help improving your study skills, you may see your counselor, seek help at the Academic Skills Center, or enroll in a Student Development course or an Academic Skills course.

Testing Centers

LA 216, ext. 3295 or wwtesting@mccc.edu

KC 311, ext. 3515 or 6695 or jkctesting@mccc.edu

The Academic Testing Centers provide a variety of testing services. These include day, evening, and Saturday hours for course examinations and placement testing. Also available at West Windsor are CLEP and DANTES proficiency examinations for college credit and proctoring services for distance learning examinations. Some tests require an appointment and test fees.

Please visit http://www.mccc.edu/student_services_testing.shtml for more information. **A current, validated MCCC Student ID is required to take tests at either center.**

Special assistance is available for any visually-impaired student or other disabled student. Please contact the Office of Special Services at ext. 3422 for more information.

Tickets

Tickets for events sponsored by clubs and organizations are available in the Student Activities Office at the West Windsor Campus or at the Office of Student Services, KC 218 at the James Kerney Campus.

Tickets for cultural events in the Kelsey Theatre are available at the theatre's box office. For tickets call (609) 570-3333. Tickets for events held at the James Kerney Campus are available in KC 218. Valid MCCC IDs are required for purchase.

Transcripts

A transcript is a copy of your academic record at MCCC. An official copy is sent to other schools upon your request at the cost of \$5.00 per transcript. You may obtain an unofficial transcript through your student portal. Transcript request forms can be obtained at Student Records SC255 or KC 218. You should allow two weeks for transcript requests to be received by other schools. You may also print the transcript request form from the Mercer website (www.mccc.edu).

Transfer Services

SC 229, ext. 3307 or transfer@mccc.edu

The transfer counselor assists students who wish to continue their education beyond MCCC. A variety of resources is available to provide assistance in selecting a four-year college: college guides, catalogs, and materials from the colleges themselves.

Transfer workshops are held throughout the year to give students the opportunity to meet directly with representatives from four-year colleges and universities. Extensive information is available in the "Transfer" section of the Mercer website. Special dual admission programs give students the opportunity to achieve guaranteed admission to several local colleges and universities.

Transfer of Credits into Mercer

Student Records Office, ext. 3236

Many students use credits earned at other colleges to complete some of their requirements for a Mercer degree or certificate. In most programs, you may use transfer credits and/or credits awarded by other nontraditional means for any program requirements, except that at least 15 credits (including at least two sophomore-level courses in the major) must be earned at Mercer.

To have credits from another college reviewed for transfer, you must ask that college to send an official transcript of your coursework to Mercer's Student Records office. [See also Credit by Examination/Experience.]

Tuition Refunds

To be eligible for 100% refund, a student must drop the class no later than the end of the first business day after the initial meeting of that class. **There are no refunds other than full refunds.** The total tuition is considered fully earned by the College after the last day to drop for a tuition refund. Students still enrolled in classes after the last day to drop for a tuition refund must comply with the tuition refund appeal procedure. Failure to attend the course after registering is not justification for a refund.

Refund Appeal Procedure

A request for a refund must be in writing and submitted with written documentation to the Executive Dean for Student Affairs by the end of the semester for which the charge was incurred.

Tuition appeals will generally be approved for the following reasons as long as the appropriate written supporting documentation is provided.

- Extended hospitalization/incapacitation of the student – documented by a physician's statement or other medical support. Pre-existing conditions are not justifiable. This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund.
- Death of the student's immediate family member with certification. Immediate family defined as: father, mother, stepfather, stepmother, spouse, domestic partner, sibling, stepbrother, stepsister, or child.
- Job transfers outside of Mercer County area documented by employer.
- Military deployment outside of Mercer County area documented by commanding officer.
- Error in academic advising by MCCC personnel resulting in inappropriate course enrollment substantiated by College personnel.
- Inability to gain access to required instructional resources.
- Administrative difficulties with internships, placements or practicums with supporting materials from placement official.

Tuition appeals will not normally be approved in the following instances.

- Personal errors in judgment or irresponsibility involving transportation, availability of finances, ability, and/or time management.
- Lack of knowledge of College policies and procedures as published in the Catalog, Student Handbook, Schedule of Classes brochure, and on the MCCC website.
- Dissatisfaction with academic progress in course.
- Dissatisfaction with course content or instruction. Academic issues must be addressed to the division administrator or designee.
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Nonqualification, late application, or loss of eligibility for financial aid or scholarships.
- Non-receipt of mail due to obsolete address on file with the Student Records Office.
- Voluntary/involuntary acceptance of employment or other activity impacting ability to attend class (i.e., lack of child care, work schedule/hours changed, vacation).
- Incarceration in a civilian or military facility.

A course dropped anytime after the refund eligibility for that course ends will be processed as a withdrawal (W) with no refund of tuition or fees.

Tutoring Services

See Learning Centers.

Veterans Affairs

SC260, ext. 3240 or vets@mccc.edu

The MCCC Veterans Affairs office is located on the West Windsor Campus. Students who are veterans can receive information about educational benefits as well as assistance in completing appropriate forms.

If you are a veteran or a dependent eligible for Veterans Administration education assistance, consult with the veterans coordinator at the same time you apply for admission or readmission to the college. If you are a returning veteran/dependent, you must provide the veterans coordinator with a copy of your paid class schedule prior to or at the beginning of each semester to receive continued VA benefits. Any changes in your schedule, curriculum, or the number of your dependents must be reported to the coordinator as soon as they occur.

Mercer County Community College is certified by the VA for Veterans Training and is a member of the Servicemembers Opportunity College (SOC) network. Those who served in the U.S. Armed

Forces between December 31, 1960 and May 7, 1975 and who are attending MCCC at least half-time may be eligible for the NJ Veterans Tuition Credit Program stipend.

Students who are assigned to the New Jersey National Guard and are members in good standing are entitled to a maximum of 15 tuition-free credits per semester. Eligible students will be required to pay college fees, lab fees, or any other applicable fees.

The Virtual College (TVC)

www.mccc.edu/TVC

CM126B, ext. 3389 or virtual.college@mccc.edu

The Virtual College at Mercer County Community College offers distance-learning programs. The Internet and television offer additional ways to "go to college."

If you are highly motivated and enjoy working independently, virtual learning is the right choice for you. However, virtual learning may not be for you if you need structure, real-time human interaction, or easy results without hard work. These courses take time.

Mercer's Virtual College course-management system is designed to support the wide variety of operating systems and web browsers through its technologies. We recommend you use Internet Explorer or Firefox for your PC and Firefox for your Mac. You will also need to subscribe to an Internet Service Provider such as Comcast, Verizon, AOL, or MSN. Word processing software is also required (MS Word.)

PC literacy and Internet knowledge is **strongly recommended**. Efficiency in sending e-mail with an attachment, surfing the Net, downloading files, and organizing your work files will help you succeed when taking an online course.

Courses on television require cable access in Mercer County via Comcast channel 26. If you do not have Comcast cable, there are two alternatives to view your course, the first by purchasing the videos from Intelecom (www.intelecom.org) or the college bookstore. The other alternative is using the MCCC library for overnight loans.

Visitors to Campus

The College is host to many organizations and community activities throughout the year. Visitors who do not have an appointment with a specific campus official should first report to the Security office. Visitors who are guests of current students are the responsibility of the host student and will be expected to abide by policies and procedures set forth for all students.

Visitors/guests will not be permitted to enter classrooms where instruction is being provided without prior approval by the classroom instructor.

Volunteers

If you would like to volunteer your services to certain departments on campus, contact the director of that department. Your assistance will be greatly appreciated. You can volunteer to assist with admissions recruitment, community education programs, student activities, The Gallery, the Theatre or almost any area on campus. It could prove to be a very worthwhile experience.

Website – www.mccc.edu

Many college services are accessible via the MCCC website. www.mccc.edu has been designed to help you obtain information about Mercer County Community College quickly and easily. The website is updated daily with the latest news and announcements such as college closings or schedule changes. Additionally, you will be able to interact with the site to perform functions such as registering for classes, checking grades and accessing online course materials.

Withdrawal from Courses

SC 247, ext. 3228 / KC 218, ext. 3169

Mercer encourages all students to complete the courses they start. At times, however, it becomes necessary to withdraw from one or more courses.

After the start of a semester or session, if you decide to stop attending a course, you should formally withdraw from it by submitting the appropriate form to the Student Records office at either campus. Tuition and fees will not be refunded.

In order to receive a W grade, your withdrawal must be submitted before the posted deadline, which represents the completion of two-thirds (67%) of the semester. If you withdraw after that date, you will receive whatever grade the instructor assigns based on the work you have completed.

If you stop attending a course, your instructor is authorized to submit an official "instructor-

initiated withdrawal" to withdraw you officially from that course. If you wish to withdraw, however, DO NOT rely on your instructor to do it for you. Withdrawal may affect your academic standing.

Withdrawal — Instructor Initiated

An instructor may withdraw you if you have been excessively absent from class. You may appeal this action to the instructor. If you are withdrawn under this provision, you will not be entitled to any refund of tuition and it may jeopardize your financial aid.

WMCC Student Radio Station

The all-student radio station, WMCC is broadcast on the West Windsor Campus at 107.7 FM. The student staff provides musical entertainment and important announcements during the traditional fall and spring academic semesters.

WWFM The Classical Network

WWFM The Classical Network is a broadcast service of Mercer County Community College and a professionally staffed Corporation for Broadcasting Member Station, providing listener-supported public radio programming throughout various regions of New Jersey and eastern Pennsylvania... with affiliated satellite-fed member stations in Colorado. The network consists of four full-service stations: WWFM 89.1 FM Trenton/Princeton, WWNJ 91.1 FM Jersey Shore, WWPJ 89.5 FM Pocomonos, and WWCJ 89.1 FM Cape May – along with eight translator locations in Easton, PA (93.1), Allentown (92.7), Atlantic City (93.9), Harmony Twp (96.9), Lebanon Twp (105.7), Chatsworth, NJ (107.9), Steamboat Springs, CO (91.1) and Canyon Valley, CO (92.7). The Classical Network broadcasts classical music, opera, public affairs, news and cultural programming 24 hours a day with a staff that consists of full-time professionals, student interns and volunteers. Daily programming is also simulcast via the Internet at www.WWFM.org. To inquire about membership, sponsorship or volunteer opportunities, contact the station at: (609) 587-8989.

Statement Of Students' Rights And Responsibilities

I. Purpose

At MCCC, we expect students to behave appropriately for college life. While the college community is committed to acknowledging and respecting the rights of each student, students have responsibilities that they must own to function well as students.

II. Access to Higher Education

While the College maintains an open admissions policy, making educational programs accessible to all who can benefit, and invests in special efforts to enroll students who otherwise might not aspire to higher education, the College ensures students equal access to all college programs, facilities, and events regardless of their race, color, religion, disability that is unrelated to job or program requirements, national origin, age, gender, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, political views, or any other characteristic protected by law. All acts denying students equal access to College programs are strictly prohibited and will not be condoned.

III. Rights and Responsibilities in the Classroom

A. Protection of Academic Freedom

Academic freedom is essential to the free search for knowledge and truth. The statement defines the freedom of the faculty member to openly discuss all relevant subject content in the classroom, the student's right to learn and their freedom in the classroom to discuss relevant subjects. Guided by the essential principles of academic freedom, the professor in the classroom and in conference encourages free discussion, inquiry, and expression.

B. Protection of Freedom of Expression

Students are free to disagree with data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the defined content of any course of study for which they are registered as specified in the course syllabus or outline.

C. Other Classroom Rights and Responsibilities

- In a learning community, students have a right to:
 - Learn in a safe environment that is conducive to the free flow of knowledge;
 - High-quality teaching from knowledgeable and well-qualified instructors;
 - Civil, respectful and fair treatment in the classroom and throughout the College; and
 - The right to be free from sexual and gender harassment as expressed in policy #930.
- Students Must:
 - Comply with course requirements specified by the professor in the syllabus or outline;
 - Arrive at class on time and prepared to learn;
 - Completely turn off cell phones in class, the Academic Testing Center, the library or other study areas;
 - Comply with Academic Integrity Policy #210;
 - Respect others including professors, college staff, and fellow students;
 - Seek assistance from counselors, student advocates, tutors or others when experiencing difficulty with your learning experience;
 - Visibly display their current, validated MCCC ID at all times for access to all college services and facilities;
 - Be appropriately dressed for an academic learning environment and in compliance with safety concerns in labs, the greenhouse and other special hands-on learning areas;
 - Refrain from disruptive behavior.

D. Academic Integrity and Performance

ACADEMIC INTEGRITY refers to the "integral" quality of the search for knowledge which a student undertakes. The work a student produces, therefore, ought to be wholly his or hers; it should result completely from the student's own efforts.

- An academic institution is committed to guiding each student in his or her search for knowledge. That search must be the student's own and no one else's.
- Students are required to perform all work specified by the faculty. They are responsible for the content and integrity of all academic work submitted such as papers, reports, and examinations. When that work has been influenced in any way by the work of others, such influences must be documented or credited according to accepted practices.
- Students are responsible for maintaining established standards of academic performance with some uniformity for each course section in which they are registered. However, through the orderly procedures of the college, students will have protection against prejudiced or capricious evaluation.
- Students are expected to attend all classes for every course and are not to absent themselves except for illness or other serious cause. It is the prerogative of each faculty member to excuse absences for valid reasons, should he/she feel that any student may satisfactorily fulfill all course requirements.

E. Violations of Academic Integrity

A student will be guilty of violating ACADEMIC INTEGRITY if he/she (a) knowingly represents work of others as his/her own, (b) uses or obtains unauthorized assistance in the execution of any academic work, or (c) gives fraudulent assistance to another student.

The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

- Uses or obtains unauthorized assistance in any academic work.
 - copying from another student's exam.
 - using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
 - stealing an exam or possessing a stolen copy of an exam.
- Gives fraudulent assistance to another student.
 - completing a graded academic activity or taking an exam for someone else.
 - giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
 - sharing answers during an exam by using a system of signals.
- Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
 - submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
 - using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately.
 - presenting another individual's work as one's own.
 - submitting the same paper or academic assignment to another class without the permission of the instructor.
- Fabricates data in support of an academic assignment.
 - falsifying bibliographic entries.
 - submitting any academic assignment which contains falsified or fabricated data or results.
- Inappropriately or unethically uses technological means to gain academic advantage.
 - inappropriate or unethically acquiring material via the Internet or by any other means.
 - using any electronic or hidden devices for communication during an exam.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

CONSEQUENCES FOR VIOLATIONS OF ACADEMIC INTEGRITY

For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the Chairperson of the Academic Integrity Committee of the violation and the penalty imposed. When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee (AIC) may impose disciplinary penalties beyond those imposed by the course instructors. The student shall have the right to a hearing before the AIC or a designated AIC subcommittee.

APPEALS

The student has a right to appeal the decision of the instructor or the Academic Standards Committee.

F. Judicial Procedures Governing Violations of Academic Integrity

Any student charged with a violation of academic integrity will be notified of the violation in the manner described below. Any action after notification must be initiated by the student charged with the violation and will move forward in accordance with these procedures.

Discovery

1. Upon discovery of a probable violation of Academic Integrity by a student, the instructor shall, within 7 days, contact the student, make known the accusations, confiscate or gather evidence of the act, if any, inform the student of the academic penalties which will be imposed as a result of the violation, and report the violation to the Academic Integrity Committee. The instructor must make a reasonable attempt to notify the student of the AIV report and the penalty to be applied. If unable to contact the student, the instructor should document all attempts to do so.
2. Upon discovery of a probable violation of Academic Integrity while a student is under the supervision of someone other than his/her assigned instructor, the supervising witness shall make known to the student the observed violation and inform the student that the violation will be reported to the assigned instructor who will proceed in the manner aforementioned in the previous paragraph.
3. Upon discovery of a probable violation of Academic Integrity involving the fraudulent assistance by a person not enrolled in a class for which assistance is given, the faculty, staff, or student observing such violation will immediately report such incident to the chairperson of the Academic Integrity Committee.

Academic Integrity Committee Action and Student Appeals

4. First-time alleged violations of Academic Integrity adjudged to be particularly serious by the chairperson of the Academic Integrity Committee shall be referred to an Academic Integrity Subcommittee for review and/or determination.
5. When two (or more) violations of Academic Integrity are reported on a student, the student is required to appear before an Academic Integrity Subcommittee. The student will be contacted by the chairperson of the committee within thirty (30) calendar days of the last reported incident to arrange the hearing.
6. A student charged with a violation of Academic Integrity will have a period not to exceed thirty (30) calendar days from the date of the incident in which to inform the chairperson of the Academic Integrity Committee, in writing, of his/her intention to appeal the imposed action. The college Information Center, the Student Records office, or any academic division office will provide information about contacting the Academic Integrity Committee chairperson.

Hearing Procedures

7. After talking with the student and the instructor, and reviewing all relevant material from the case, the Academic Integrity Committee chairperson will consult with at least three members of the committee in a preliminary hearing to determine whether the case warrants a full hearing with the student and instructor present. The chairperson will notify the student and instructor, in writing, whether or not the committee will hold a full hearing.
8. If a hearing is to take place, all parties involved will be notified at least 10 working days in advance. In this notification, the student and instructor are advised of the rules and procedures for the hearing. The 10-day notification period may be waived by the student if a faster hearing is desired.
9. In cases initiated by the Academic Integrity Committee, the Academic Integrity Subcommittee may impose disciplinary measures and penalties if the student does not wish to argue the charges at a hearing.
10. The student appearing at a hearing will have the right to be assisted by advisors of his/her choice.
11. The burden of proof shall rest upon the individual or individuals bringing charges against the accused student.
12. At the hearing, the student will be given an opportunity to testify and to present competent evidence and witnesses on his/her behalf. The student and/or his/her advisers will be allowed to hear and question their accuser(s) and adverse witnesses. In no case will statements be considered against the accused at the hearing unless he/she has been advised of their content and of the names of those who made them. The accused shall have the opportunity to examine the evidence and to rebut unfavorable inferences which might otherwise be drawn.
13. The Academic Integrity Subcommittee's decision in each case will be based solely on the evidence introduced at the hearing. The subcommittee's decision will be put in writing by the Academic Integrity Committee chairperson and forwarded to the student, the instructor, and the

Vice President for Academic Affairs.

14. A student's disciplinary status remains in effect during the appeals process.
15. A student who fails to appear for a required scheduled hearing before the Academic Integrity Subcommittee is considered on disciplinary suspension until such time as he/she appears before the subcommittee.

Hearing Decisions and Outcomes

16. A student found guilty, after due process, of violating the college Academic Integrity policy shall retain the penalty originally determined by the instructor. The Academic Integrity Subcommittee may levy additional penalties for those who have previously violated the Academic Integrity policy. The Academic Integrity Subcommittee shall have responsibility for determining all penalties for cases of fraudulent assistance by a person not enrolled in the class for which assistance is given.
17. Penalties to be imposed by the Academic Integrity Subcommittee for substantiated violations may include, but are not limited to, disciplinary suspension, disciplinary expulsion, appropriate hours of community service on campus, consultation with a counselor and/or no use of the Academic Testing Center. Refer to article VIII in the Statement of Students' Rights and Responsibilities in the Student Handbook for definitions of disciplinary actions.
18. Records of hearings and of all cases will be kept by the chairperson of the Academic Integrity committee.
19. If not satisfied with the Academic Integrity Committee decision, the student may appeal the action, in a written request, directly to the Vice President for Academic Affairs.
20. The vice president examines only the material presented in the hearing, including the Academic Integrity Committee decision, and makes a final judgment. If new information surfaces after the Academic Integrity Committee hears the case and before the vice president renders a final judgment, the Vice President for Academic Affairs may not consider the new information but may request that the case be re-heard by the Academic Integrity Committee with the new information included.
21. Decisions of the vice president may be appealed to the college president, whose decision is final.

IV. Student Rights Under FERPA

A. Protection Against Improper Disclosure

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors, and counselors shall be considered confidential. Protection against improper disclosure is a serious professional obligation.

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a Student Request to Inspect and Review Education Records form that identifies the record(s) they wish to inspect. The College Registrar 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, the Registrar 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. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should submit a Request to Amend or Remove Education Records form to the Registrar, 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 Registrar 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, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit 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 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.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
(202) 260-3887
www.ed.gov/policy/gen/guide/fpco/index.html

DIRECTORY INFORMATION PUBLIC NOTICE

The College has designated the following student information as public or Directory Information. Such information may be disclosed by the College for any purpose.

- * Name
- * Dates/Semesters of attendance
- * Major field of study
- * Degrees and awards received
- * Previous institution(s) attended
- * Participation in officially recognized sports and activities
- * Weight and height of members of athletic teams

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received by the Student Records office prior to three weeks after the first day of classes for the semester in which the withholding of Directory Information is to take effect.

The College assumes that failure on the part of any student to request specifically the withholding of categories of Directory Information indicates approval for disclosure.

In student affairs, the following standards will be maintained:

V. STUDENT AFFAIRS

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They shall be free to organize and join associations to promote their common interests.

- Every student club or organization, privileged to use the college name, must have a constitution compatible with the philosophy of the college and with local, state, and federal laws and must have a faculty advisor and an appropriate program.
Social and service student organizations shall be chartered when such organizations subscribe to the principle of nondiscriminatory open membership. Such organizations will not be affiliated either directly or indirectly with any national organization except in the case of recognized national service and/or scholastic societies. The college will not sponsor or recognize any group living arrangement or accommodation.
These chartered organizations may serve as the nucleus for social and/or scholastic activities at the college, and as such will be eligible to receive support from student activities funds and to use college facilities.
- The membership, policies, and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the Mercer County Community College community.
- At Mercer County Community College, faculty advisors are required for student organizations, and each organization is free to choose its own advisor, except the student newspaper, other student publications, the Student Government Association, and the Student Activities Board. Advisors to these groups are assigned at the discretion of the Executive Dean for Student Affairs. Institutional recognition will be withheld or withdrawn by the Student Government Association, as an agent for the college, for the inability of a student organization to secure an advisor. Faculty advisors have full responsibility and authority to supervise, evaluate, and monitor student group activities and to withhold approval of any such activity which is deemed to be detrimental to the best interest of the students and/or the college. Faculty advisors are required to be present at any events sponsored by the organization which they advise when

safety and liability are factors.

- Student organizations desiring to be chartered are required to submit to the Student Government Association and to the Student Activities office, a statement of purpose, criteria for membership, a written constitution, evidence of a faculty advisor, a current list of officers and at least 10 members.
The Student Government Association must formally approve these documents before an organization will be considered to be chartered. Chartered organizations will be accorded the use of meeting places and must obtain approval for a specific activity other than a regularly scheduled meeting.
- Clubs and organizations are not permitted to have bank accounts outside the college. Also, they may not have sources of income other than college agencies (Student Activities Budget Council, Student Government Association, Student Activities Board). Dues, sales, raffles, and fund raising of any kind are prohibited, except as approved by the Student Government Association and authorized by the Associate Dean for Student Academic Support Services. The Student Government Association may fund expenses of clubs such as national association dues, stationery, equipment, etc. The Student Activities Board may fund events such as dances, trips, lectures, and other one-time happenings.
- Informal groups desiring to become student organizations may, in some cases, be granted provisional organizational status. This is for a short period of time at the discretion of the Director of Student Activities. This simple but essential process enables aspiring groups to use facilities for organizational purposes. Organizations with provisional status are not eligible to receive funds.
- All campus organizations are open to all students without regard to race, creed, ethnic group, or sex.
- Requests by groups which desire to become recognized clubs or organizations shall be submitted to the Student Activities office for presentations to the Student Government Association. The request of any group which is denied may be appealed to the Student Activities Budget Council.
- Student Government Association may remove the charter of any student organization which is not maintaining the rules through which it was granted recognition.
- Membership in any student club or organization is limited to enrolled students.
- All student organizations must select their own advisors who must be members of the faculty or staff and are subject to the approval of the Executive Dean for Student Affairs. Advisors who receive payment from the college are assigned by the Executive Dean for Student Affairs.

B. Freedom of Inquiry and Expression

- Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately.
- They are free to support causes by orderly means which do not disrupt the regular and essential activities and operations of the institution. In doing so, they should make clear to the academic and the larger community that in their public expressions or demonstrations, student, or student organizations speak only for themselves, not as representatives of the college.
- Officially chartered student groups are allowed to invite and hear persons of their own choosing. Routine procedures required by the college before a guest speaker is invited to appear on campus are designed to insure that there is orderly scheduling of facilities and adequate preparation for the event and that there is not violation of the law. It should be made clear to the academic and the larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
- Procedures on guest speakers invited by student groups:
 - The Director of Student Activities must be notified in writing at least two weeks in advance in order to insure adequate facilities.
 - The Director of Student Activities shall schedule a room or facility and make other necessary arrangements for the event. These will include, but not be limited to, informing the College Publications and Information Services office, the Security department, the Physical Plant department, and any other pertinent college office of the scheduled event.

C. Student Participation in Institutional Government

- As constituents of the academic community, MCCC students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has clearly defined means to participate in the formulation and the application of institutional policy by participating in college-wide committees

affecting academic and student affairs. The role of the Student Government Association and its general and specific responsibilities are explicit, and the actions of the Student Government Association within the areas of its jurisdiction, as defined in its constitution, may be reviewed by the Student Life Committee in an advisory capacity.

D. Student Publications/Media

1. Student publications and the student press/media are vital to establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration among the members of the campus community.
2. In the delegation of editorial responsibility to students, the college provides sufficient editorial freedom and financial support for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression. However, the faculty advisor and students involved have primary personal legal responsibility for the operation and content of these publications.
3. The student press, editors, and staff shall be guided by the following principles of responsible journalism:
 - to provide full, objective reporting of developments of interest to the campus community, presenting faithful coverage of all sides of any significant controversy;
 - to provide a ready forum for all elements of campus opinion allowing for adequate coverage of views contrary to that of the newspaper. All such material will be clearly labeled and distinguished from objective news;
 - to avoid libel, undocumented allegations, unfounded attacks on personal integrity, use of techniques of harassment and innuendo, and intentional inaccuracies in reporting and to safeguard both the author and the college, all copy will be submitted to and read by the editor(s)-in-chief and the faculty advisor before publication.
4. Allegations of violations of the above principles of responsible journalism may be brought for consideration and recommendations before the Student Activities Budget Council. Said committee shall be composed of the faculty advisors of the various campus student publications, an equal number of student representatives, and the chairperson the Student Activities Budget Council. The subcommittee will consider disposition of cases on which there is a clear intentional breach of the above principles.
5. Editors and staff of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content.
6. All college-published and financed student publications shall explicitly state on the editorial page or title page that the opinions expressed therein are not necessarily those of the college.
7. Upon recommendation by the Student Activities Budget Council, the Executive Dean for Student Affairs shall establish the student publications/media organizations.
8. The Executive Dean for Student Affairs shall appoint or reappoint the advisor for the year, after consultation with the dean to whom the individual reports.
9. After consultation with the students involved, the advisor may recommend, if necessary, new or revised operating procedures for the organization for approval by the Executive Dean for Student Affairs. These operating procedures must contain at a minimum:
 - membership and participation guidelines
 - selection process for officers/managers
 - duties for basic operations
 - principles and procedures to insure responsible practices

VI. EXERCISE OF RIGHTS OF CITIZENSHIP

A. Sexual and Gender Harassment

Sexual harassment is prohibited by federal and state law and is a violation of Mercer County Community College policy. It is objectionable and offensive behavior which cannot be condoned and is contrary to the ideals of higher education.

Sexual harassment is defined as unwelcome physical or verbal behavior of a sexual nature that creates an intimidating, hostile, or offensive working/learning environment, or that makes individuals feel their status will be affected by their responses to such behavior, specifically when:

- submission or rejection of such conduct is made explicitly or implicitly a term or condition of an individual's employment or status at the college; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance.

Gender harassment consists of discriminatory behavior directed toward any individual who belongs to a gender group which the aggressor treats as inferior. Such violations generally prevent

or impede the student's full enjoyment of the educational benefits, climate or opportunities available at the college.

It is recommended that individuals seek resolution of situations which they consider to be sexual or gender harassment by contacting one of the following individuals who are available to employees and students who seek a resolution of situations:

West Windsor Campus

• Noreen Duncan	LA117	Ext. 3570
• Ed Eichert	ET131	Ext. 3851
• William Petrosky	MS148	Ext. 3341
• Michele Rousseau	LA216	Ext. 3299
• Amy Vondrak	LA172	Ext. 3891

West Windsor and James Kerney Campus

• Donna Richardson-Hall	LA175, KC 317A	Ext. 3671, 3171
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James Kerney Campus

• Edward Frederick	KC 317	Ext. 3168
• Barbara Jefferson	KC216	Ext. 3187

All discussions between alleged victim and the designated staff are held in confidence whenever possible. Discussions will not become part of a public institutional record. However, it must be understood that taking appropriate action may necessitate the sharing of some personal information; if so, it will be done discreetly and privately.

If the alleged incident of sexual harassment cannot be satisfactorily resolved informally, the complainant may then file a formal complaint. Cases referred to the administration officer will be reviewed through procedures which are appropriate for the particular complaint, taking into account all rights of the complainant and the alleged offender. Student complaints against other students will be resolved using the procedure for Student Conduct and Discipline. Complaints against staff, faculty or vendors doing business with the college will be reviewed by the Human Resources division.

It is encouraged and expected that individuals can obtain appropriate action through internal procedures. If the issue is not satisfactorily resolved within the college, an individual may file a formal complaint through the U.S. Government Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights.

Faculty members and administrative officers shall insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of rights of citizenship, such as freedom of speech, peaceful assembly and right of petition, both on and off campus.

Activities of students, both on and off campus, may upon occasion result in violation of the law. In these cases, college officials shall be prepared to apprise students of sources of legal counsel and may offer informational assistance. The special authority of the college will be asserted only where the college's interest as an academic community are distinctly and clearly involved. The student who incidentally violates college regulations in the course of his/her off-campus activity, such as those relating to class attendance, is subject to no greater penalty than would normally be imposed. College action will be independent of community pressure.

VII. STUDENT CODE OF CONDUCT

A. Policy

The college has established standards of conduct which are essential to its educational mission, wellbeing and efficient operation of the community environment. These general behavioral guidelines and specific student responsibilities represent reasonable expectations of student conduct. Offenses are clearly defined and interpreted in a manner consistent with principles of relevancy and reasonableness.

B. Prohibited Conduct

The following acts are prohibited at the College:

1. Possession of any weapon or object which can, as defined in New Jersey statutes, be used to inflict bodily harm and/or may cause damage to college property or the property of others, without official written authorization.
2. Possession, use, or sale of illegal drugs.
3. Intentional obstruction and/or forcibly preventing others from exercising their rights to the college's educational process or facilities, or the rights of those who wish to avail themselves of any of the College's instructional, personal, administrative, recreational, and community services.

4. Failure to comply with lawful directions issued by representatives of the College when they are acting in their official capacities.
5. Unauthorized occupancy of college facilities.
6. Theft of or damage to college premises or property, or theft of or damage to property of any person on college premises.
7. Use of physical, verbal language, or disruptive behavior which puts at risk the safety and efficient operations of faculty, staff, and student learning.
8. Failure to visibly display a valid college identification card or class schedule when requested by any appropriate college staff member.
9. The obstruction and or forcible prevention of others from exercising their rights on College grounds or programs; the interference with the institution's educational process, facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational or community services.
10. Use of disorderly, indecent, profane, racially or sexually inflammatory language or conduct on college owned or controlled property.
11. Participation in gambling and games of chance.
12. Operation of CD players, MP3 players or any other audio devices at high volume in any area that may distract and disrupt the academic environment.
13. Possession or use of alcoholic beverages on campus grounds.
14. Forgery of college documents.
15. Acceptance of a financial aid award and withdrawing from class without an acceptable reason.
16. Threats or action, which could potentially cause physical harm to themselves or others.
17. Participation in hazing and/or harassment activities whether occurring on or off campus.

C. Commission of Prohibited Conduct

If you violate the Student Code, you may be subject to disciplinary proceedings as detailed in the procedures and guidelines established by the Executive Dean for Student Affairs. Disciplinary proceedings are instituted only for violations of standards of conduct published in advance.

Whether committing acts prohibited by the Code of Conduct or encouraging or condoning others to break the code of conduct, students will be punished to the same degree. Culpability is not diminished for violations of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances.

Violations of local ordinances, federal or state laws where said violation poses a substantial threat to the safety and or welfare of campus community members may subject the student to disciplinary proceedings. Students are responsible for compliance with all college policies and procedures.

VIII. DISCIPLINARY PROCEEDINGS: DECISIONS AND PENALTIES

(other than those dealing with the rules of Academic Integrity)

A. Principles Governing Disciplinary Practices

1. All of the rules and regulations governing campus conduct and discipline are applicable in the classroom. While faculty members will deal with such classroom problems as may arise, individual cases may be referred to the Student Conduct and Discipline Committee or Academic Standards Committee for adjudication.
2. In developing responsible student conduct, disciplinary proceedings play a role secondary to providing an example, counseling, guidance, and admonition. At the same time, the college has a duty, and the disciplinary powers, to protect its educational mission through the setting of standards of scholarship and conduct for its students and through the regulation of the use of institutional facilities. In circumstances in which the preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from unfair imposition of serious penalties.
3. The college's administration of discipline is intended to guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. The jurisdiction of judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the students' rights to appeal a decision, are clearly formulated and communicated in advance.
4. In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the college not be arbitrary in its actions, and that there be provision for appeal of a decision. The college's

- safeguards in such proceedings are designed to achieve the objective of procedural fair play.
5. The college provides students with opportunities to express concerns in the form of written grievances regarding programs, services, and allegations of discrimination. A grievance is a student complaint and request for a specific remedy, i.e.:
 - A student's belief that the college has failed to provide an entitled service.
 - A student's belief that a service was inadequate.
 - A student's disagreement/complaint with a decision, rule, or regulation promulgated by the college or college employee.
 - A student's belief that he/she has been treated in an illegally discriminatory manner.
 6. The Student Conduct and Discipline Committee shall have the right and responsibility to recommend to the administration revisions in student conduct standards, as well as proposed fines for violations of certain college rules of conduct, such as those involving smoking, drinking, overdue library materials, parking and traffic violations, to be administered by the college.

B. Judicial Procedures

1. Any member of the college community may bring charges against a student involving alleged violations of college regulations and standards of conduct. Violations of federal, state or local laws should be reported immediately to security for referral to appropriate legal authorities.
2. Violations of college regulations and standards of conduct should be submitted promptly in a detailed report, including the names of available witnesses, to the Executive Dean for Student Affairs. The dean shall determine the manner in which charges are heard. In instances where the health, safety or welfare of other persons are at risk, the dean may act unilaterally to suspend, expel or otherwise discipline a student. In other instances, the dean will refer the matter to the Student Conduct and Discipline Committee.
3. The hearing in all cases, except those involving the RULES OF ACADEMIC INTEGRITY, shall be conducted by the Student Conduct and Discipline Committee. Any member of the Committee, including officers of the college, who is personally involved in a particular case shall disqualify himself/herself from serving on the Committee.
4. The student will be informed by certified mail or by hand delivery of the reasons for a disciplinary hearing at least one week prior to such hearing, except in cases of immediate suspension by the Executive Dean for Student Affairs (as above).
5. If the student does not wish to argue the charges, the Chairperson of the Student Conduct and Discipline Committee will impose disciplinary measures and penalties subject to the approval of the Student Conduct and Discipline Committee.
6. The disciplinary appeal hearing process is informal. Rules of evidence and other legal standards shall not apply. No participant will be permitted to use an attorney during the proceedings. A student may have a faculty or staff member present to assist in the process.
7. The student appearing before either of the committees will have the right to be assisted by advisors of his/her choice. The college is not responsible for providing legal representation for the student.
8. The burden of proof shall rest upon the individual or individuals bringing charges, or upon the college where charges have been brought by an administrative official on behalf of the college.
9. The student will be given an opportunity to testify and to present evidence and witnesses on his/her behalf. He/she and his/her advisors will be allowed to hear and question adverse witnesses. In no case will the committees consider statements against the accused unless he/she has been advised of their content and of the names of those who made them. The accused shall have the opportunity to examine the evidence and to rebut unfavorable inferences which might otherwise be drawn.
10. All matters on which the decision may be based must be introduced into evidence at the proceedings before the committee, and later, upon appeal, to the Appeals Board. The decision will be based solely upon such matter.
11. A record of the hearings will be made.
12. A student who fails to appear for a scheduled hearing before the Student Conduct and Discipline Committee or the Academic Standards Committee is considered on disciplinary suspension until such time as he/she appears before the committee.
13. Students placed on disciplinary suspension shall not receive financial aid, scholarships, or payment for college employment.
14. A student's disciplinary status remains in effect during the appeal process.

C. Status of Student Pending Final Action

1. No change in the status of the student will be made until judicial procedures are completed except in cases of accusations of violations of public law or where violations of student conduct

regulations seriously interfere with or threaten to interfere with the functioning of the college. In such cases, the Executive Dean for Student Affairs or his/her designee may suspend the accused pending the outcome of judicial proceedings.

2. When possible and when not confronted with an emergency, a student subject to suspension under the preceding paragraph shall be given the reasons for the suspension and a notice of an opportunity for a hearing before the administrative officer on that suspension. Should the student waive his/her right to a hearing and admit guilt, the appropriate dean will determine the punitive action.
3. In the event that a student so accused is suspended, the Student Conduct and Discipline Committee must act within five college days to hear his/her case.

The Student Conduct and Discipline Committee or the appeals board, upon finding a student guilty of a violation of the college's code and rules of conduct, may impose any one or more of the penalties as described below:

a. Disciplinary Warning

The violation and penalty will be recorded in the files of the Office of the Executive Dean for Student Affairs, but not recorded on records or transcripts.

b. Disciplinary Probation

1. This penalty will be given for a stated period of time.
2. A student's further misconduct during this period of disciplinary probation, if adjudged as a violation of the codes of campus conduct, may lead to the penalty of disciplinary suspension or expulsion.
3. The student shall, while on disciplinary probation, be forbidden from participation in all extracurricular activities.

c. Disciplinary Suspension

1. This penalty may be given for a stated period of time or an indefinite period of time. The student must petition for readmission at the conclusion of the stated period or after one year.
2. The student is prohibited immediately from attending classes, participating in extracurricular activities, or using college facilities, but has access to counseling, and should be made aware of the availability of counseling and other referral services.
3. Notices will be sent to each faculty member in whose courses the student is enrolled.
4. The violation and penalty will be recorded in the files of the Office of the Executive Dean for Student Affairs.

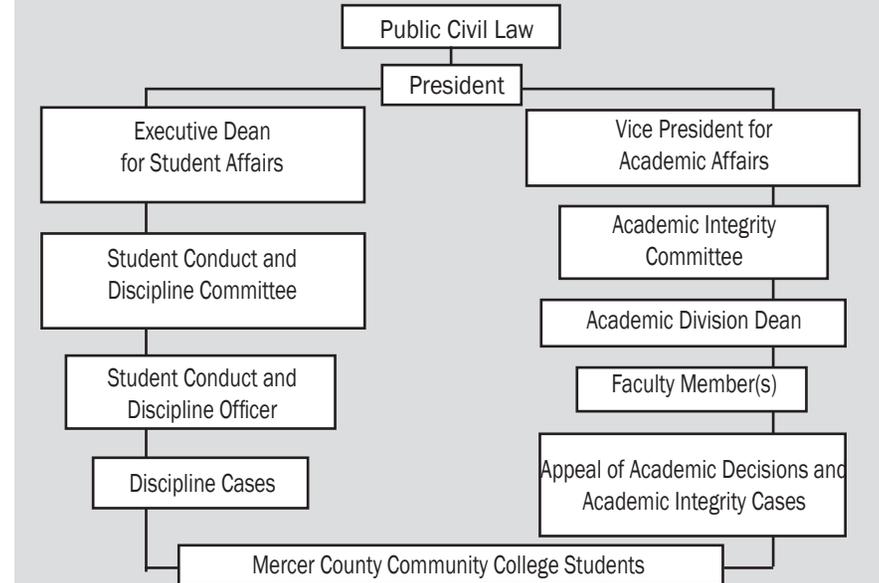
d. Disciplinary Expulsion

1. This penalty calls for a permanent separation of the student from the college and its facilities.
2. All of the actions re notices taken under "disciplinary probation" will be taken.
3. Readmission will not be considered at any time.
4. The violation and penalty will be recorded in the files of the Office of the Executive Dean for Student Affairs and on the student's permanent record.
5. The Student Conduct and Discipline Committee, the Academic Standards Committee, or the appeals board, may condition their imposition of penalties on a student's making restitution either in kind or in the form of services in an appropriate activity.
6. Multiple or successive violations of codes of conduct may appropriately be taken into consideration when determining penalties only if introduced as evidence at the proceedings.
7. In cases involving misconduct in serious or repeated misuse of college facilities or services, a student may be prohibited from further use of such facilities of services for a specified period of time.

IX. AMENDING THE STATEMENT

1. Proposals to amend or to change this Statement may be initiated by any of the appropriate college committees: the Student Government Association, the College Governance Council, or the administration by placing any proposed amendment before the Student Life Committee.
2. Proposed amendments which are submitted to and discussed by the Student Life Committee will then be forwarded to the College Governance Council and to the Student Government Association. The Senate and the Student Government Association shall review the proposed amendment and suggest possible revisions of the amendment to the Student Life Committee.
3. The Student Life Committee will consider the suggested revisions and incorporate them if appropriate. The proposed amendment, together with the committee's recommendation, will be forwarded to the president.
4. The Board of Trustees will review recommendations submitted to it and will either approve, approve with modifications, or disapprove such amendments. The Board reserves the right to make such changes in college policies, by-laws, codes, rules and regulations as it deems necessary and proper in carrying out its legal responsibilities for the conduct and management of the college.

Judicial Procedures



APPENDIX INFORMATION

The following information is on file in the offices of the Director of Student Life and the Executive Dean for Student Affairs to provide convenient access for students:

1. The Statement of Student's Rights and Responsibilities.
2. The By-Laws of College Governance which define the structures and duties of the Student Conduct and Discipline Committee and the Academic Standards Committee.
3. The rules of Academic Integrity.
4. The Motor Vehicle Code for the campus.
5. Applicable Federal and New Jersey State Laws.
6. College Procedures:
 - a) FHB 337 Grievance Regarding Instructional Services
 - b) #553 Planning and Supervision of Student Sponsored Programs and Events
 - c) #554 Student Publications and Media Organizations
 - d) #555 Use of Student Center Facilities
 - e) #556 Establishment and Operation of Student Clubs and Organizations
 - f) #557 Fund Raising by Student and Alumni/Alumnae Organizations
 - g) #561 Student Grievances
 - h) #563 Student Disciplinary Action
 - i) #566 Control of Bulletin Boards
 - j) #653 I.D. Cards
 - k) #663 Appeal of Academic Decisions
 - l) #560 Sexual & Gender Harassment Complaints

LEGAL SANCTIONS—New Jersey Alcohol Laws

Offense	Penalty
Driving while under the influence of alcohol or drugs. (DWI) NUSA 39:4-50	<ul style="list-style-type: none"> • 1st Offense: Insurance increased by \$1,000/yr. for three years, \$470 fine, 6-12 months loss of license, completion of a 12-48 hours education program at the Intoxicated Driver Resource Center, and possible 90 day jail term. • 2nd Offense: \$720 fine, 2 yrs. loss of license, 30 days community service, completion of a 12-48 hours education program at the Intoxicated Driver Resource Center, and possible 90 day incarceration. • 3rd Offense: Insurance increased by \$1,500/yr. for three years, \$1,200 fine, 10 yrs. loss of license, and 180 day jail term.
Refusal to take breathalyzer test NUSA 39:4-50(a)	6 months loss of license, \$250-500 fine, and completion of an education program at the Intoxicated Driver Resource Center. (Also may be convicted of DWI without breathalyzer test results with added penalties for DWI.)
Open or unsealed alcoholic beverage in car NUSA 39:4-51(a)	<ul style="list-style-type: none"> • 1st Offense: \$200 fine • 2nd Offense: \$250 fine, and 10 days community service
Public consumption on/in educational facility or school property NUSA 2C:33-16	Disorderly Persons Offense: Fine of up to \$500 and incarceration up to 30 days.
Possession or consumption of an alcoholic beverage in public places by underage persons (under 21) NUSA 2C:33-15	\$100 fine
Purchase of alcohol by/for underage persons (under 21) NUSA 33:1-81.7	\$100 fine and loss of license for 6 months-1 year.
Transfer of ID (Using another's ID or allowing your ID to be used for underage attainment) NUSA 33:1-81.7	\$300 fine and up to 60 days jail term.

New Jersey Drug Laws

Drugs	Simple possession, use or being under the influence	Use or possession with intent to distribute
Marijuana	0-18 months in jail and \$500-15,000 fine	0-10 yrs. in jail and \$750-100,000 fine
Cocaine	0-5 yrs. in jail and \$1,000-15,000 fine	2-3 yrs. in jail (3-5 mandatory without parole if over 5 oz.) and \$1,000-100,000 fine
Speed	0-5 yrs. in jail and \$1,000-15,000 fine	3-10 yrs. in jail and \$1,000-100,000 fine
Psilocybin & LSD	0-5 yrs. in jail and \$1,000-15,000 fine	3-5 yrs. in jail and \$1,000-15,000 fine
Drug Paraphernalia (Use or possession)	6 months in jail, \$500-1,000 fine, and 2 yrs. loss of license	



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