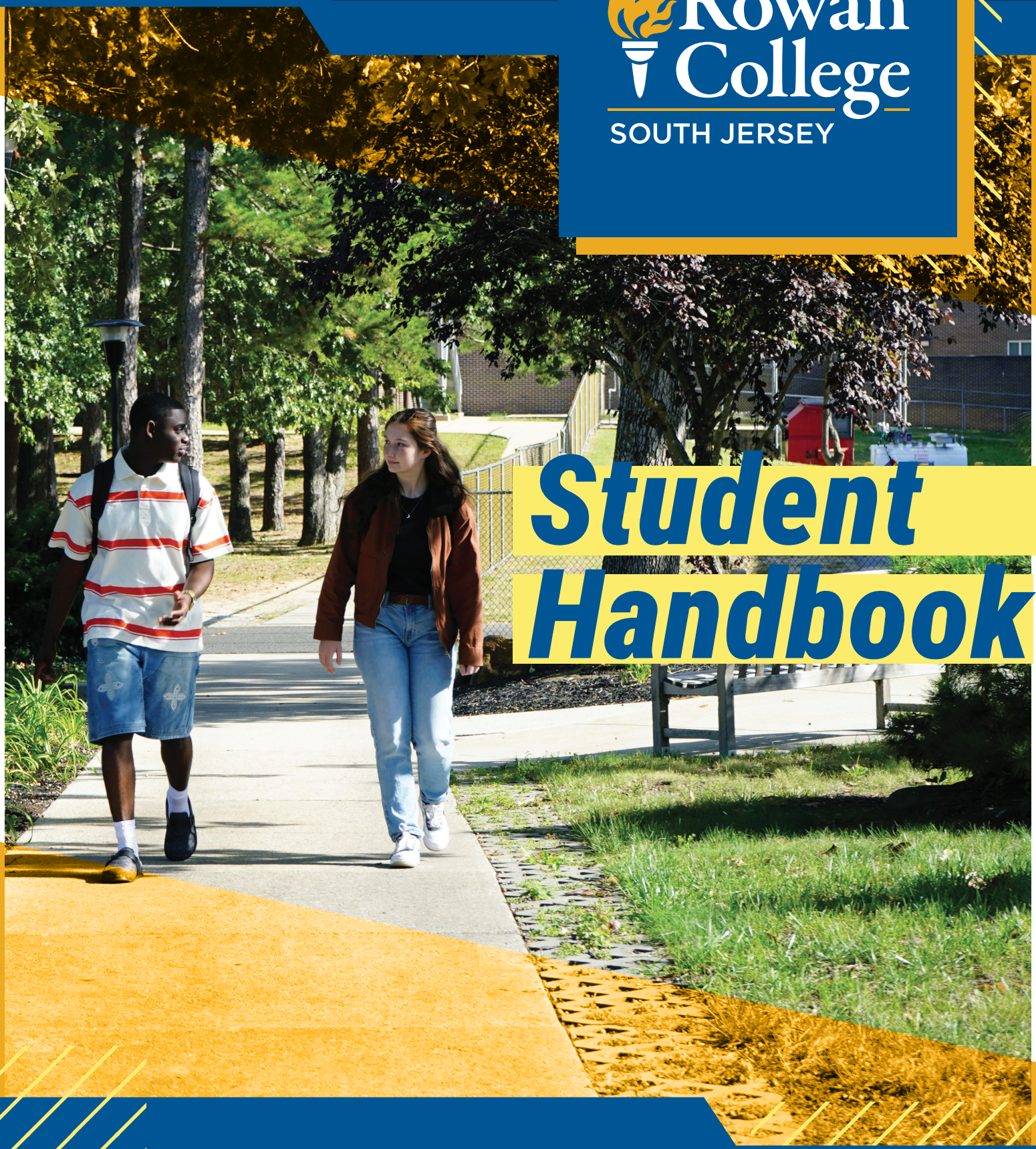
Rowan College
SOUTH JERSEY



Student Handbook

2026-2027

- After a hearing, if the College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

2. Right to Consent

Generally, the College must have written permission from the student in order to release any information from a student's education record. However, FERPA allows institutions to disclose these records, without consent, to the following parties or under the following conditions:

- College officials with legitimate educational interest
- Other institutions to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the College
- Accrediting organizations
- To comply with a New Jersey judicial order or lawfully issued subpoena specifying the records requested
- Appropriate officials at the time of health and safety emergencies
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of finding
- To the general public, the final results of a disciplinary proceeding, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's policies with respect to the allegation made against him/her
- To parents of a student regarding a student's violation of any federal, state or local law, or of any policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21
- The College may also disclose, without consent, "directory" information. This information may be disclosed by the institution for any purpose, at its discretion: student's name, enrollment status, program or major emphasis, dates of attendance and degree information (including date earned and honors). It is the responsibility of the student who wishes to withhold permission to disclose this information to complete a "Request for Non-Disclosure of Directory Information" form by the first week in October for each academic year the student attends. Forms are available from the Office of Student Records. Such notification will become effective as of the date received by the Office of Student Records and will remain in effect for the remainder of the academic year.

3. Right to File a Complaint

Students have 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 the address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

The College will notify students annually of their rights under FERPA. This notification will be done via the College catalog, student handbook, the website and College email.

(Reference Administrative procedure 8109)

Student Directory Information

Rowan College of South Jersey hereby designates the following student information as public directory information. This information may be disclosed by the institution for any purpose at its discretion: student's name, enrollment status, program or major emphasis, dates of attendance and degree information (including date earned and honors). Students may withhold permission to disclose this information under the FERPA of 1974, as amended, by completing a Request for Non-Disclosure of Directory Information form, available from the Office of Student Records. Such notification shall become effective as of the date received in the Office of Student Records and will remain in effect for the remainder of the academic year.

Student Academic Appeal

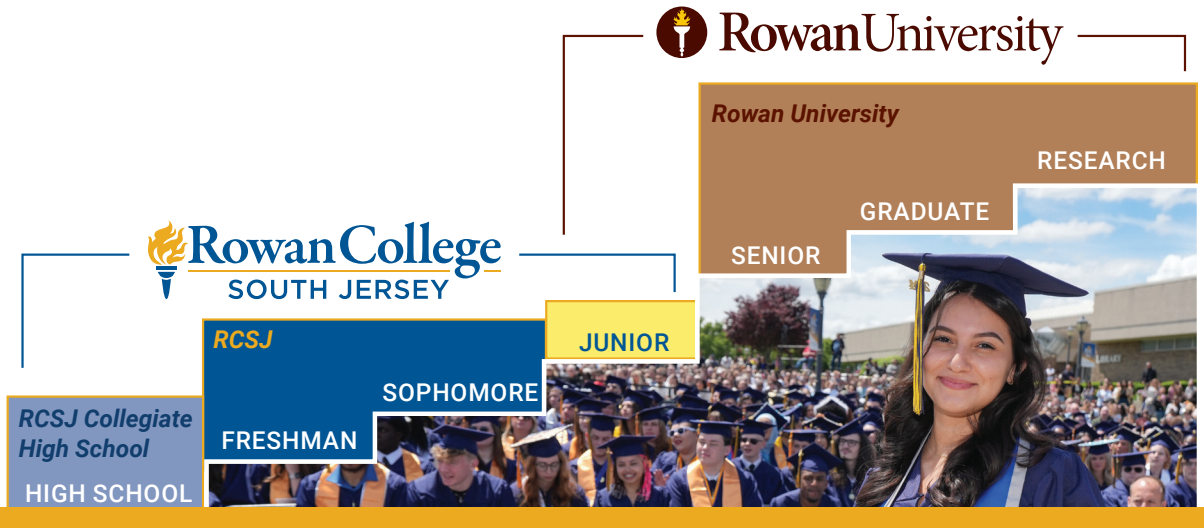
Students may appeal the final grade they received in a course by following the steps listed below. Prior to the initiation of the process, the student must have informally attempted to resolve the concern with the faculty member involved. Each step in the process will focus on resolving the issue. During this process, the student may decide to change the outcome being sought only once. If this occurs, a new appeal must be filed.

Step 1: Discrepancy Discovered: The student discovers a discrepancy in an assignment grade or their final grade for a course concluded within 30 days of this discovery.
Step 2: Contact Instructor: The student contacts the instructor of this course within 30 days of the course's conclusion via the instructor's preferred means of communication on the syllabus, explains the discovery, and requests either clarification or correction. If the instructor is unable or unwilling to resolve the discrepancy to the student's satisfaction, the student may choose to initiate an Academic Grade Appeal by communicating with the Academic Appeal Point of Contact, Nathaniel Alridge, J.D., Counseling Advisor, nalridge@rcsj.edu. An effort to contact the instructor must be attempted first before the Appeal can be undertaken.
Step 3: Submit Official Request: The student should submit an official request via email to the Academic Appeal Point of Contact for a review of the contested grade(s). The email should include the student's basis for complaint, any supporting evidence, College Student ID number, the course name and course ID number, and the instructor's name. Additionally, include the following information:

- Compile all relevant evidence into a single, comprehensive packet.
- Create a summary outlining the context of the situation, narrating concerns in detail. Ensure that each point is clearly linked to the corresponding evidence, which should be distinctly marked and referenced within the narrative.
- Arrange this information chronologically to ensure a logical and coherent presentation of facts and supporting materials.
- Specify the desired remedies, detailing resolutions for the issues raised.

Step 4: Instructor's Reconsideration: The Academic Appeal Point of Contact will present the formal complaint to the relevant instructor for an informal reconsideration of the original assigned grade. If denied, the instructor must respond formally in writing, and the Academic Appeal Point of Contact will update the student. The following steps are taken if the student chooses to continue contesting the course grade.
Step 5: Dean's Review: If the student chooses to continue contesting the course grade, the Academic Appeal Point of Contact will forward the appeal and the instructor's response to the relevant academic dean for an official decision. Should the dean uphold the instructor's decision, the student may then appeal to the Academic Standing Committee ("Committee"), a committee composed of faculty and academic advisors representing all academic divisions.
Step 6: Committee Review: The Committee may render an immediate decision or choose to convene a hearing. At a hearing, the student and the instructor will have the opportunity to appear before the Committee for an inquiry session. During this hearing, the student has the right to choose an advisor to be present at the hearing as a support person. While the advisor can be present, this person can have no role in the hearing. Support advisors are not permitted to speak on behalf of the student, appear in the place of the student, or ask questions during the hearing. If the student wants to have a support advisor present, the student must inform the Committee at least 24 hours in advance of the hearing. If the student's personal support advisor is unable to attend, the hearing will not be cancelled.
Step 7: Final Decision by the Chief Academic Officer ("CAO"): After the hearing, the Committee will make its recommendation to the CAO. As the final authority on grades and academic issues, the CAO will review the entire appeal packet and confirm or alter the outcome of the appeal. The Chair of the Committee will communicate the outcome to all parties involved, and any necessary follow-up resulting from that outcome will take place within 30 days of confirmation, barring extraordinary circumstances. This will conclude the appeal process.

Pathway Partnership Programs



The Rowan Advantage

RCSJ and Rowan University's partnership makes higher education more affordable by providing a direct, cohesive pathway to a bachelor's degree with seamless transfer capabilities.

Upon the completion of 12 credits, RCSJ students are conditionally admitted to Rowan University with the understanding that all program prerequisite coursework and GPA requirements must be satisfied. Students pay the RCSJ tuition and fee rates while attending RCSJ, saving them substantial time and money.

RCSJ students can transfer up to 90 credits toward their Rowan University degree. Transfer advisors are embedded in the RCSJ community and available onsite at RCSJ's Cumberland and Gloucester campuses providing transfer support and advisement.

Discover your pathway to a better bachelor's degree.

Rowan Choice

RCSJ students! Experience vibrant campus living and affordable housing with Rowan Choice.

Rowan CHOICE

Visit ***RCSJ.edu/RU*** for more information.

RCSJ Collegiate High School

Attain a high school diploma and college credits or associate degree simultaneously. Enjoy small classes, expert faculty, and a supportive community that prepares motivated high school students for college and career success.

Traditional Transfer

Obtain your associate degree then transfer seamlessly through a trusted partnership that maximizes your credits and minimizes costs. Enjoy small class sizes at RCSJ, then transition to Rowan's vibrant campus to complete your bachelor's degree. It's a smart, affordable path to academic and career success.

3+1 Program

Earn your bachelor's degree for less than $35,000! Complete three years of coursework at RCSJ paying RCSJ tuition and fees and one year at Rowan University to secure your four-year degree. Students have 11 majors to choose from.

Advanced Pathways

Start your path to an advanced credential in Medicine, Engineering, and Veterinary Science. Gain early college credits, hands-on experience, and expert mentorship. These innovative programs fast-track your journey toward a rewarding career in high-demand fields.

Rowan College SOUTH JERSEY

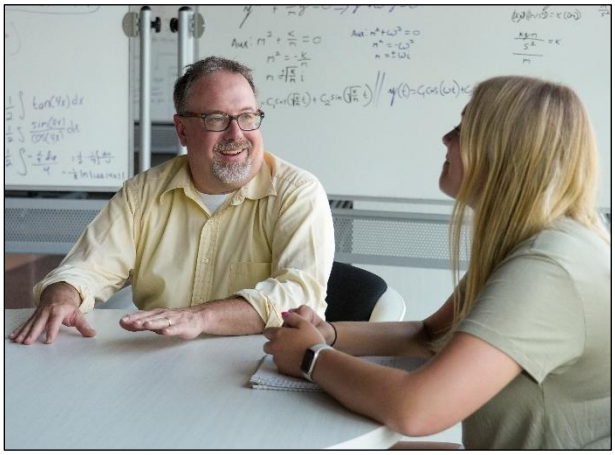
Gloucester Campus
1400 Tanyard Road, Sewell NJ

Cumberland Campus
3322 College Drive, Vineland NJ

RCSJ.edu

@RowanCollege

Welcome to Rowan College of South Jersey



Welcome to RCSJ!

As we begin the 2026–2027 academic year, I am honored to serve as President of Rowan College of South Jersey. At a time of continued transformation in higher education, our focus remains clear: delivering accessible, affordable, and innovative educational opportunities that empower our students and strengthen our communities.

RCSJ is committed to designing adaptable academic pathway programs that meet students where they are. Whether pursuing short- or long-term certificates, associate degrees, or our distinctive 3+1 and transfer programs, students benefit from flexible options that lead to marketable credentials and in-demand careers. We are equally dedicated to advancing partnerships with industry and community leaders to ensure our programs align with regional workforce needs—particularly in high-demand areas such as manufacturing, the trades, and health care. By aligning education with opportunity, we are building a stronger economic future for Gloucester and Cumberland counties.

Our valued partnership with Rowan University continues to create seamless, affordable pathways to bachelor's and advanced degrees, expanding access and opening doors for our students to achieve even greater success.

As President, I am committed to fostering a culture of unity, innovation, and student-centered excellence. Together—with our faculty, staff, students, alumni, and community partners—we will continue advancing our mission and uplifting the communities we proudly serve.

With appreciation and excitement for the year ahead,

Rowan College of South Jersey
Sincerely,
Brenden Rickards, Ph.D.
President, RCSJ

Rowan College of South Jersey is an Equal Opportunity Institution ***RCSJ.edu/legal-public-notices/***

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Information in the 2026-2027 Rowan College of South Jersey Student Handbook is accurate as of date of publication in September 2026 and is subject to change.

Non-Discrimination Statement and Equal Opportunity Statement

The Board of Trustees is committed to providing a workplace and academic environment that maintains and promotes equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones-Gloucester Campus, Vice President, Chief Compliance Officer & Senior Title IX Officer at 856-415-2154 or ajones@rcsj.edu; Nathaniel Alridge Jr, J.D, Cumberland Campus, Executive Director, Threat Assessment Management, Title IX, Compliance, and Judicial Affairs at 856-498-9948 or nalridge@rcsj.edu.
For disabilities, contact Carol Weinhardt-Gloucester Campus, Director Department of Special Services, ADAAA/504 Officer at 856-415-2247 or cweinhar@rcsj.edu, Meredith Vicente-Cumberland Campus, Senior Director, Accessibility and Support Services 856-200-4688 or mvicent1@rcsj.edu.

Academic Calendar

Fall Semester 2026

9/1 T.....First Day of Weekday Classes 15, 7A, 5A
9/5 S.....First Day of Saturday Classes
9/7 M.....Labor Day College Holiday
9/8 T.....Last Day to Drop a Class
9/14 M .....Last Day to Add a Class 15-wk
10/2 F.....End 5A Classes
10/5 M .....Start 10-wk & 5B Classes
10/6 T .....Grades Due 5A Classes
10/14 W Professional Development Day, No classes before 4 p.m.
10/16 F.....End 7A Classes/Early Alert Grades Due
10/20 T .....Grades Due 7A Classes
10/26 M ....Start 7B Classes
11/6 F.....End 5B Classes
11/9 M .....Start 5C Classes
11/10 T .....Grades Due 5B Classes
11/13 F.....Last Day to Withdraw 15-wk Classes
11/25 W ....No Classes Held after 4 p.m.
11/26 R .....Thanksgiving College Holiday
11/27 F.....College Holiday
11/28 S .....No Classes
12/5 S .....Saturday Classes End
12/11 F.....End of Weekday 15, 10, 7B, 5C
12/15 T .....Final Grades Due 15, 10, 7B, 5C

Winter Semester 2027

12/7 M .....First Day of Winter Session A
12/14 M ....First Day of Winter Session B
12/25-1/1..College Closed
1/8 F.....End of Winter Session A
1/12 T End of Winter Session B / Winter Session A Grades Due
1/14 R .....Grades Due Winter Session B

Spring Semester 2027

1/13 W .....Professional Development Day
1/18 M ..... Martin Luther King, Jr. Holiday College Closed
1/19 T .....First Day of Weekday Classes 15, 7A, 5A
1/23 S .....First Day of Saturday Classes
1/25 M .....Last Day to Add/Drop a Class 15-wk
2/19 F.....End 5A Classes
2/22 M .....Start 5B & 10-wk Classes
2/23 T..... Grades Due 5A Classes
3/5 F..... End 7A Classes
3/5 F..... Early Alerts/Midterm Grades
3/9 T..... Grades Due 7A Classes
3/15-3/19...Spring Break
3/22 M..... Start 7B Classes
3/26 F..... College Holiday
3/27 S..... College Closed
4/2 F..... End 5B Classes
4/5 M..... Start 5C Classes
4/6 T..... Grades Due 5B Classes
5/1 S..... Saturday Classes End
5/6 R..... Last Day of Classes 15, 10, 7B, 5C
5/10 M..... Final Grades Due 15, 10, 7B, 5C
5/13 R..... Commencement – Cumberland Campus
5/14 F..... Commencement – Gloucester Campus

Summer Semester 2027

5/17 M..... First Day of Weekday Classes 15, 7A, 5A
5/31 M..... Memorial Day Holiday
6/4 F..... All Campuses Open
6/17 R..... End 5A Classes
6/18 F..... Juneteenth Holiday College Closed
6/21 M..... Start 5B & 10 Classes
6/22 T..... Grades Due 5A Classes
7/1 R..... End 7A Classes
7/5 M..... Holiday College Closed
7/7 W..... Grades Due 7A Classes
7/9 F..... All Campuses Open
7/12 M..... Start 7B Classes
7/22 R..... End 5B Classes
7/26 M..... Start 5C Classes
7/27 T..... Grades Due 5B Classes
8/25 W..... Last Day of Summer Classes 15, 10, 7B, 5C
8/26 R..... Final Grades Due 15, 10, 7B, 5C

KEY

M .....Monday
T .....Tuesday
W .....Wednesday
R .....Thursday
F .....Friday
S .....Saturday
Su .....Sunday

Annual Public Notice

In accordance with the requirements of ED-OCR Guidelines IV-O (Appendix B, 34 C.F.R. Part 100 and Appendix A, 34 C.F.R. Part 106) and applicable civil rights regulations (Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972), and other Federal, State and local laws, and in accordance with our values, this notice shall serve to advise students, parents, employees, and the general public that all Perkins eligible Career and Technical Education (CTE) opportunities offered by Rowan College of South Jersey (RCSJ) will be available to all students regardless of race, color, national origin, sex, and disability.

The Board of Trustees is committed to providing a workplace and academic environment that maintains and promotes equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones-Gloucester Campus, Vice President, Chief Compliance Officer & Senior Title IX Officer at 856-415-2154 or ajones@rcsj.edu; Nathaniel Alridge Jr, J.D, Cumberland Campus, Executive Director, Threat Assessment Management, Title IX, Compliance, and Judicial Affairs at 856-498-9948 or nalridge@rcsj.edu. For disabilities, contact Carol Weinhardt-Gloucester Campus, Director Department of Special Services, ADAAA/504 Officer at 856-415-2247 or cweinhar@rcsj.edu, Meredith Vicente-Cumberland Campus, Senior Director, Accessibility and Support Services 856-200-4688 or mvicent1@rcsj.edu.

RCSJ is committed to providing a working and learning environment free from discrimination and unlawful harassment in admission, access to, treatment, or employment in all programs and activities for students and employees.

Students are admitted into RCSJ CTE programs without regard for race, color, national origin, gender or disability. CTE courses, program offerings, and admission criteria can be found online at RCSJ.edu/Enroll. RCSJ will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in career and technical education programming.

The College offers more than 100 programs including, Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S.), and certificates that can be viewed in the RCSJ Academic Catalog. Additionally, the College offers Perkins-eligible Career and Technical Education programs in the following subject areas:

Accounting

Agribusiness

Alcohol and Drug Counseling

Automotive Technology

Business Administration

Business Management

Business Software Tools

Ceramics Technology

Certified Clinical Medical Assistant (CCMA)

Computer Graphic Arts: Game/Interactive Design

Computer Graphic Arts: Print Design Option

Computer Information Systems

Criminal Justice

Criminal Justice: Emergency Management

Criminal Justice: Corrections

Criminal Justice: Forensics and Technology

Cybersecurity

Dental Assisting

Diagnostic Medical Sonography (DMS)

Digital Marketing

Digital Photography

Education

Electrical Engineering Technology

Engineering Technology

Engineering Technology/Electronics Technology

Engineering Science

Engineering Technologies Construction Supervision

Entrepreneurship

Exercise Science

Finance

Health, Physical Education and Recreation (HPER)

Health Science

Human Resource Management

Law Enforcement

Law and Paralegal Studies

Mechanical Engineering Technology

Medical Coding

Network Management

Nuclear Medicine Technology (NMT)

Nursing LPN-RN

Nursing (NURS)

Physical Therapist Assistant

Practical Nursing

Process Technology

Radiography

Surveying Engineering Technologies

Technical Studies

Technology Help Desk Support

Website Development

Wind Power and Turbine Technology

For questions concerning discrimination, contact Almarie J. Jones, Gloucester Campus, Vice President, Chief Compliance Officer/ Senior Title IX Officer at 856-415-2154 or *ajones@rcsj.edu*; Nathaniel Alridge, J.D., Cumberland Campus, Executive Director, Threat Assessment Management, Title IX, Compliance and Judicial Affairs at 856-498-9948 or *nalridge@rcsj.edu*. For disabilities, contact Carol Weinhardt, Gloucester Campus, Director Department of Special Services, ADAAA/504 Officer at 856-415-2247 or *cweinhar@rcsj. edu* Meredith Vicente, Cumberland Campus, Senior Director, Accessibility and Support Services 856-200-4688 or *mvicent1@rcsj.edu*.

Aviso Público Anual

De acuerdo con los requisitos de las Directrices ED-OCR IV-O (Apéndice B, 34 C.F.R. Parte 100 y Apéndice A, 34 C.F.R. Parte 106) y las normas de derechos civiles aplicables, (Título VI y Título VII de la Ley de Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973, la Ley de Estadounidenses con Discapacidades, la Ley de Discriminación por Edad de 1975, el Título IX de las Enmiendas a la Educación de 1972) y otras leyes estatales y locales, y de acuerdo con nuestros valores, este aviso servirá para informar a los estudiantes, padres, empleados y al público en general que todas las oportunidades de Educación Técnica y Profesional (CTE) elegibles para Perkins ofrecidas por Rowan College of South Jersey (RCSJ) estarán disponibles para todos los estudiantes, independientemente de su raza, color, nacionalidad, sexo y discapacidad.

La Junta Directiva se compromete a proporcionar un entorno académico y laboral que mantenga y promueva la acción afirmativa y la igualdad de oportunidades para todos los empleados y estudiantes sin discriminación basadas. Estas categorías son raza, credo (religión), color, origen nacional, nacionalidad, ascendencia, edad, sexo (incluido el embarazo y el acoso sexual), estado civil, estado de pareja de hecho o unión civil, orientación afectiva o sexual, identidad o expresión de género, rasgo hereditario atípico de células o sangre, información genética, responsabilidad por el servicio militar o discapacidad mental o física, incluidas el SIDA y las enfermedades relacionadas con el VIH.

RCSJ se compromete a proporcionar un entorno de trabajo y aprendizaje libre de discriminación y acoso ilegal en la admisión, el acceso, el tratamiento o el empleo en todos los programas y actividades para estudiantes y empleados.

Los estudiantes son admitidos en los programas de CTE de RCSJ sin importar su raza, color, origen nacional, género o discapacidad. Los cursos de CTE, la oferta de programas y los criterios de admisión se pueden encontrar en línea en RCSJ.edu/Enroll. RCSJ tomará medidas para asegurar que la falta de habilidades en el idioma inglés no sea una barrera para la admisión y participación en programas de educación técnica y profesional.

El Colegio ofrece más de 100 programas, entre ellos, Asociado en Artes (A.A.), Asociado en Ciencias (A.S.), Asociado en Ciencias Aplicadas (A.A.S.) y certificados que se pueden ver en el Catálogo Académico de RCSJ. Además, el Colegio ofrece programas de Educación Técnica y Profesional elegibles para Perkins en las siguientes áreas:

Contabilidad
Agronegocio
Terapia de Alcohol y Drogas
Tecnología Automotriz
Administración de Empresas
Manejo de Empresas
Herramientas de Software Empresarial
Tecnología Cerámica
Asistente Médico Clínico Certificado (CCMA)
Artes Gráficas por Computadora: Diseño de Juegos/Interactivo
Artes Gráficas por Computadora: Opción de Diseño de Impresión
Sistemas de Información Computacional
Justicia Penal
Justicia Penal: Manejo de Emergencias
Justicia Penal: Departamento de Correcion
Justicia Penal: Medicina Forense y Tecnología
Ciberseguridad
Asistencia Dental
Sonografía Médica Diagnóstica (DMS)
Publicidad Digital
Fotografía Digital
Educación
Tecnología de Ingeniería Eléctrica
Tecnología de Ingeniería
Tecnología de Ingeniería/Tecnología Electrónica
Ciencias de la Ingeniería
Tecnologías de Ingeniería Supervisión de la Construcción
Emprendimiento
Ciencia del Ejercicio
Finanzas
Salud, Educación Física y Recreación (HPER)
Ciencia de la Salud
Gestión de Recursos Humanos
Fuerza Policial
Derecho y Estudios Paralegales
Tecnología de Ingeniería Mecánica
Codificación Médica
Manejo de Redes
Tecnología de Medicina Nuclear (NMT)
Enfermería LPN-RN
Enfermería (NURS)
Asistente de Fisioterapeuta
Enfermería Práctica
Radiografía
Tecnologías de Ingeniería Topográfica
Estudios Técnicos
Apoyo Tecnológico
Desarrollo de Páginas Web
Energía Eólica y Tecnología de Turbinas

Si tiene preguntas sobre discriminación, comuníquese con Almarie J. Jones, Gloucester Campus, Vicepresidenta, Directora de Cumplimiento/Oficial Superior del Título IX al 856-415-2154 o *ajones@rcsj.edu*; Nathaniel Alridge, J.D., Campus de Cumberland, Director Ejecutivo, Gestión de Evaluación de Amenazas, Título IX, Cumplimiento y Asuntos Judiciales al 856-498-9948 o *nalridge@rcsj.edu*. Para discapacidades, comuníquese con Carol Weinhardt, Gloucester Campus, Directora del Departamento de Servicios Especiales, Oficial de ADAAA/504 al 856-415-2247 o cweinhar@rcsj.edu Meredith Vicente, Campus de Cumberland, Directora Sénior, Servicios de Accesibilidad y Apoyo 856-200-4688 o *mvicent1@rcsj.edu*.

College Overview

Rowan College of South Jersey was established on July 1, 2019, with the merger of Cumberland County College and Rowan College at Gloucester County. It is a comprehensive, two-year, dual-campus regional institution sponsored by the residents of Cumberland and Gloucester Counties through their respective Boards of Chosen Freeholders.

The College is accredited by the Middle States Commission on Higher Education.

Rowan College seeks to assist each person in the development of a career, while at the same time developing humanistic values and encouraging personal enrichment. The College is dedicated to its community and accepts the responsibility of providing post-secondary educational opportunities to all who seek them. It provides college and university transfer programs, career education, community services and special assistance programs.

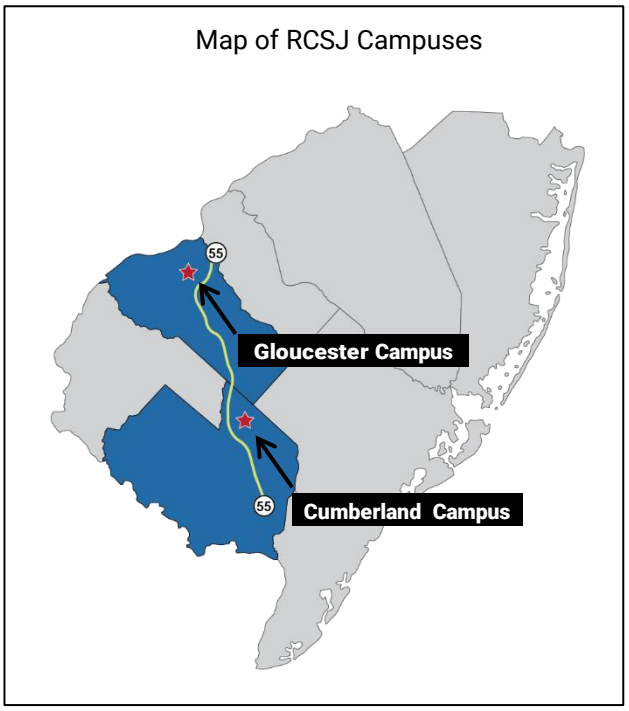
Rowan College seeks to bring higher education within the geographic and financial reach of all residents.

State of New Jersey Vision for Higher Education

New Jersey and its colleges and universities embrace their shared responsibility to create and sustain a higher education system that is among the best in the world, enabling all people to achieve their maximum potential, fostering democratic principles, improving the quality of life and supporting the state's success in a global economy.

Rowan College of South Jersey Mission

Rowan College of South Jersey is a student success-oriented, accessible and affordable learning center dedicated to enhancing its community's economic development and quality of life by striving for academic excellence in offering innovative programs and services to a diverse community of learners in a safe and caring environment.



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Jim Jefferson, Deputy Director
Tom Bianco
Nicholas DeSilvio
Joann Gattinelli, Education Liaison
Christopher Konawel, Jr.
Matthew Weng

Cumberland County Board of County Commissioners
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Accreditation

Rowan College of South Jersey is accredited by the Middle States Commission on Higher Education. The Commission may be contacted at 3624 Market Street, Philadelphia, PA 19104 or by calling 267-284-5000. Accreditation is a formal expression of confidence in an institution's performance. Institutional accreditation reflects clearly defined goals and objectives.

All associate degrees and certificate programs are approved by the New Jersey President's Council and the College's Board of Trustees. Program-specific accreditation information is listed in the Academic Catalog for each campus.

College History

Rowan College of South Jersey (RCSJ) was established on July 1, 2019 when Rowan College at Gloucester County (formerly Gloucester County College) and Cumberland County College merged to become one regional, dual-campus college – the first of its kind in the State of New Jersey. The institution is fully accredited by the Middle States Commission on Higher Education.

Together these two campuses offer more than 100 unique degree and certificate programs combining 100 years of experience to provide a variety of degree selections, cost-saving initiatives and scholarship and internship options, at one of the lowest tuition rates in the state. Academically designed to transform higher education in New Jersey, RCSJ benefits students, residents and employers by offering more choices and enhanced learning experiences.

RCSJ students have access to the "Rowan Work & Learn" program, which features internship opportunities and stackable credentials that prepare graduates to enter high-demand career fields. An innovative "3+1" partnership with Rowan University makes earning a bachelor's degree more affordable by allowing students in select majors to complete their first three years at the community college cost and their final year at the university rate. The program follows Rowan University course curriculum with 300-level classes taught by RCSJ advanced-degree faculty.

The College provides students with a wider range of academic and work choices and is projected to stimulate future economic growth for both counties with the creation of South Jersey's first EDs, MEDs and Commerce Corridor along Route 55, which will offer exclusive education, medical and workforce training programs.

Academic Catalog and Divisions

The Rowan College of South Jersey Academic Catalog is published yearly for the Cumberland and Gloucester Campuses, and provides information about the programs of study and courses offered at each location. The College awards the following degree types:

- Associate of Arts (AA)
- Associate of Fine Arts (AFA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)
- Certificates

For full details on the program offerings on each campus, please reference the Academic Catalog on the College's website at ***RCSJ.edu***.

RCSJ has seven academic divisions that are aligned over both the Gloucester and Cumberland campus locations:

- Behavioral Sciences and Law & Social Justice
- Business Studies
- Career & Technical Education
- Humanities, Education & Communications Division
- Nursing & Health Professions
- Science, Technology, Engineering & Mathematics (STEM)

Shared Governance

In 2007, the college community voted to establish two separate governance bodies—the Faculty Senate and the College Assembly—at Gloucester County College, now known as Rowan College of South Jersey, Gloucester Campus. Both are based on the philosophy of an inclusive shared governance system where those charged with making decisions and implementing processes work cooperatively with those affected by these. The Faculty Senate and College Assembly serve as advisory bodies within the organizational structure of the institution.

Faculty, academic librarians, and advisors compose the voting membership of the Faculty Senate. Additional nonvoting membership is comprised of representatives from the administration and offices that are involved with the work of a particular committee. The governance bodies include the following committees:

Faculty Senate Committees

- Academic Standing Committee
- Curriculum Committee
- Distance Education Committee
- Faculty Development Committee
- Faculty Issues Committee
- Student Learning Outcomes Committee

Each College Assembly standing committee consists of 14 voting members. Membership of part-time employees, adjunct faculty, and students are decided by the Executive Committee from a pool of all those interested in serving. Students are considered non-voting members.

College Assembly Committees

- Awards and Scholarship Committee
- Diversity Committee
- Institutional Effectiveness Committee
- Professional Development Committee
- Safety & Health Committee
- Campus Experience Committee
- Technology Committee

Shared Governance

In 2020 a vote of the Rowan College of South Jersey, Cumberland Campus community established three separate governance bodies: the Faculty Senate, the College Assembly and the Student Government Association (SGA). They are based on the philosophy of an inclusive, shared governance system where decisions are made cooperatively by those with authority for making and implementing decisions and by those who will be affected by them. The Faculty Senate, Campus Experience Committee College Assembly and SGA serve as advisory bodies within the organizational structure of the College campus.

The voting membership of committees that make up the Faculty Senate is mostly faculty. Additional nonvoting membership is comprised of representatives from the administration and offices that are involved with the work of a particular committee. The number of committees within the governance structure are as follows:

Faculty Senate Committees

- Academic Standing Committee
- Academic Council Committee
- Distance Education Committee
- Professional Development Council Committee
- Faculty Issues Committee
- Program Review Committee

Each College Assembly standing committee consists of 7-13 voting members. The Executive Committee selects members from a pool of part-time employees, adjunct faculty, and students who are interested in serving.

College Assembly Committees

- Awards and Scholarship Committee
- Diversity Committee

The College Mascots

Gloucester Campus
The inaugural freshmen class chose the roadrunner as the College's official mascot in 1968. While not native to the northeastern United States,



students selected the speedy desert land bird for its reputation as a pacesetter and independent, courageous spirit. In 2014, a new version of the roadrunner debuted as part of the transition from Gloucester County College to Rowan College at Gloucester County. Following the merger of Rowan College at Gloucester County and Cumberland County College in 2019, Rowan College of South Jersey's Gloucester campus retained its roadrunner mascot.

Cumberland Campus

The Cumberland Dukes were named after Britain's Prince William, the Duke of Cumberland, who was known for his physical courage, ability and leadership. The Dukes mascot replaced the original Trojan warrior when the College's intercollegiate athletics program was restored in 1998. An initial survey resulted in three finalists for the proposed mascot name: the Dukes, the Herons and the Schooners; the Dukes won the majority of votes following a student poll.

The College Logo

Rowan College of South Jersey prides itself on being a modern institution of higher education, while not losing sight of such traditional values as knowledge and achievement. The College appreciates the twenty-first century spirit of individualism in mass society.

RCSJ's school colors are blue and gold, and the logo features common elements such as gold coloring and the torch of knowledge. In the spirit of contemporary design, "Rowan College" appears in a classic serif font and "South Jersey" in a modern sans serif script.

Flagship Partner

Rowan University — Flagship Partner

Rowan College of South Jersey and Rowan University have formed an innovative partnership to offer students multiple cost-effective opportunities to earn a bachelor's degree. From their very first day of classes, RCSJ students are conditionally admitted to Rowan University with the understanding that all program prerequisite coursework and GPA requirements must be satisfied. Students pay community-college tuition rates while attending RCSJ, saving them time and money. The partnership offers multiple pathways to obtaining a bachelor's degree, including Rowan Choice, 3+1 and transfer opportunities.

FOR MORE INFORMATION please visit
RCSJ.edu/why-rcsj/rowan-advantage/

Premier Partnerships

Inspira Health Premier Partnership

RCSJ and Inspira Health are bringing excellence in patient care to the South Jersey region thanks to an alliance designed to educate and retain future healthcare professionals within the community. The agreement, signed on April 22, 2022, comes with a $2 million gift from Inspira to support program development and student scholarships in healthcare occupations.

Inspira Employee Benefits

- 50% tuition and fee discount on credit courses
- 50% tuition discount on non-credit programs
- Adjunct instructor opportunities
- Serve on program Advisory Committees

RCSJ Student Benefits

- Priority placements with Inspira for clinical experience
- Mentorships and career exploration
- Pre-graduation employment opportunities
- Opportunity to apply for an Inspira Premier Partnership scholarship (x2)

Programs
RCSJ offers a variety of programs to prepare students to work in the healthcare professions. Programs range from three months for select non-credit programs to four-year bachelor's degrees via the 3+1 Rowan University partnership program.

Short-term Non-credit Certifications
Some of these programs can be completed in under three months, with the longest taking nine months for completion.

- Certified Nurse Assistant
- Advanced Skills C.N.A
- Certified Pharmacy Technician
- Central Service Technician
- Community Health Worker
- Medical Coding and Billing
- Patient Care Technician
- Medical Administrative Assistant
- Emergency Medical Technician
- Certified Peer Recovery Specialist
- Certified Clinical Medical Assistant
- Direct Support Professional
- Dental Administrative Assistant
- MRI Imaging
- Phlebotomy Technician
- EKG Technician
- Mental Health Technician
- Computed Tomography
- CPR
- Mental Health First Aid

Short-term Credit Certificates
These credit certificates are designed to stack into associate degree programs and allow students to earn credits and begin working in the field faster. Students earn up to 34 credits in these programs.

- Certified Clinical Medical Assistant
- Dental Assistant
- Alcohol and Drug Counseling
- Licensed Practical Nursing
- Health Science

Associate Degrees
In just two years, students can complete an associate degree and begin working in the field through our A.A.S. programs.

Typically, students pursuing A.A. and A.S. degrees plan to transfer on for their bachelor's degree.

- Diagnostic Medical Sonography (A.A.S. degree)
- Alcohol and Drug Counseling (A.S. degree)
- Nuclear Medicine Technology (A.A.S. degree)
- Nursing (A.A.S. degree, 3+1 program)
- Physical Therapist Assistant (A.A.S. degree)
- Radiography (A.A.S. degree)
- Health Science (A.A.S. degree)
- Health Science - Respiratory Therapy pathway (A.A.S. degree)
- Nutrition (A.S. degree)

FOR MORE INFORMATION Learn more at**:**
RCSJ.edu/about/advancement/industry-partners/premier-partners/inspira/

Rastelli Foods Group Premier Partnership

Rowan College of South Jersey and Rastelli Foods Group announced a new Premier Partnership in 2023 designed to provide global expertise for industry-backed entrepreneurship and food science programs to educate tomorrow's entrepreneurial, culinary, and organic farming innovators.

Rastelli Employee Benefits

- 40% tuition and per-credit fee discount on credit-bearing degree and certificate programs.
- Adjunct instructor opportunities
- Serve on program Advisory Committees
- Note: The discount will be effective for the Fall 2023 semester.

RCSJ Student Benefits

- Priority placements with Rastelli for internship experience when available
- Mentorships and career exploration
- Pre-graduation employment opportunities
- Opportunity to apply for a Rastelli Premier Partnership scholarship
- RCSJ offers programs that prepare you to work in the business field in as little as three months up through bachelor's degrees, taking advantage of the 3+1 partnership program with Rowan University.

Short-term Non-credit Certifications

Some programs can be completed in less than three months, with the longest taking twelve months. Program completion leads to industry-valued credentialing.

- Comp TIA Certifications Data Analytics
- Professional Bookkeeping with QuickBooks
- Programming and Network Certificates

Certificates of Achievement

These credit certificates of achievement are designed to stack into associate degree programs and give those who already have a bachelor's degree an advantage on their resume. Students earn up to 18 credits in these programs.

- Accounting
- Business Software Tools
- Computer Graphic Arts: Game/Interactive Design
- Computer Graphic Arts: Print Design
- Digital Marketing
- Entrepreneurship
- Management
- Technology Help Desk Support
- Website Development

Associate Degrees

In just two years, you can complete an associate degree and begin working in the field through our A.A.S. programs. Typically, students pursuing A.A. and A.S. degrees plan to transfer on for their bachelor's degree.

- Accounting, A.A.S.
- Business Administration, A.S. (3+1 program)
- Computer Graphic Arts: Game/Interactive Design, A.A.S.
- Computer Graphic Arts: Print Design, A.A.S.
- Print Design Option, A.A.S.
- Digital Marketing, A.A.S.
- Entrepreneurship, A.A.S.
- Human Resource Management, A.S.
- Finance, A.S.
- Network Management, A.A.S. (Cumberland)

Acenda Integrated Health Premier Partnership

RCSJ and Acenda Integrated Health are prioritizing wellness with students and employees, as well as for the South Jersey region, through a partnership to educate and retain future professionals within the community. Creating a campus culture that prioritizes wellness is a partnership goal to be achieved through collaborative mental health promotions and awareness workshops that will benefit current students and staff.

Acenda Employee Benefits

- 40% tuition and per-credit fee discount on credit-bearing degree and certificate programs.
- Adjunct instructor opportunities
- Serve on program Advisory Committees
- Note: The discount will be effective for the Fall 2023 semester.

RCSJ Student Benefits

- All students have access to on-campus mental health services at no out-of-pocket cost to the student
- Priority placements with Acenda for clinical experience
- Mentorships and career exploration
- Pre-graduation employment opportunities
- Opportunity to apply for an Acenda Premier Partnership scholarship

Programs

RCSJ offers programs that prepare you to work in the behavioral sciences field in as little as three months up through bachelor's degrees taking advantage of the 3+1 partnership program with Rowan University.

Short-term Non-credit Certifications

Some of these programs can be completed in less than three months, with the longest taking nine months.

- Certified Peer Recovery Specialist
- Mental Health Technician
- Mental Health First Aid

Short-term Credit Certificates

These credit certificates are designed to stack into associate degree programs and allow you to earn credits and begin working in the field faster. Students earn up to 34 credits in these programs.

- Alcohol and Drug Counseling
- Criminal Justice
- Emergency Management
- Paralegal

Associate Degrees

In just two years, you can complete an associate degree and begin working in the field through our AAS programs. Typically, students pursuing AA and AS degrees plan to transfer on for their bachelor's degree.

- Alcohol and Drug Counseling (AS degree)
- Arts & Sciences: Pre-Law Option (AAS degree)
- Arts & Sciences: Sociology Option (AS degree)
- Child Advocacy (AA degree)
- Criminal Justice (AS degree, 3+1 program)
- Corrections Option (AS degree)
- Emergency Management Option (AS degree, 3+1 program)
- Forensics and Technology Option (AS degree)
- Law Enforcement (AAS degree)
- Liberal Arts: Social Science Option (AS degree)
- Law and Paralegal Studies (AAS)Psychology (AA degree, 3+1 program)
- Social Service (AS degree)

Policies and Procedures

Rowan College of South Jersey (RCSJ) is a comprehensive, dual-campus, two-year regional college. This handbook presents the most current policies and procedures, as of this publication's 2026-2027 date of print. At times, it becomes necessary to update the College's policies and procedures throughout the academic year; for the most current version of all policies and procedures, please visit ***RCSJ.edu/Policies****. It should be noted that Rowan College of South Jersey's policies are uniform; however, some procedures differ depending on campus location. Therefore, users of this document should make certain to rely on appropriate information based upon their specific campus location.*

Student Rights and Responsibilities

Rowan College of South Jersey students are both citizens of the community at large and members of an academic community with the same rights and obligations of freedom of speech, peaceful assembly and right of petition as any other citizens.

As members of the academic community, students should be encouraged to develop high ethical and moral standards, to develop the capacity for critical judgment, and to engage in sustained and independent search for truth. Free inquiry and free expression are indispensable to the attainment of the goals of an academic institution and include the transmission of knowledge, the pursuit of truth, the development of the individual student, and improvement of society. The responsibility for management and control of the College rests solely with the Board of Trustees. The President will have administrative procedures developed to assist students with their rights and responsibilities in all manner of petitions and appeals.

Definition of Student

A "student" is defined as a person currently registered, enrolled in or auditing courses at the College, whether on or off campus, regardless of their physical location or enrollment status online or

on a part-time or full-time status and who, based on this definition, has been assigned a unique College student identification number. Individuals who are not enrolled for a current term but are registered for a future term and/or individuals serving a period of suspension are also considered students.

Student Rights

- Students have the right to speak freely and be heard, and to assemble and protest peaceably.
- Students are free to take reasoned exceptions to the data or views offered in any course of study for which they are enrolled.
- Students are free to organize and join associations to promote common interests and to examine and discuss all questions of interest to them while remaining in compliance with all local, state and federal laws as well as applicable College policies.
- Students have the right to be evaluated solely on an academic basis, not on opinions in matters unrelated to academic standards.
- Students have the right against improper disclosure of their grades and records which faculty acquire in the course of their work as instructors, advisors and counselors. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Responsibilities

Concurrent with the above freedoms and rights is responsibility. The enjoyment and exercise of these freedoms mean respect for the rights of all students and staff at the College. Infringement of the rights of others or interference with peaceful and lawful use and enjoyment of college premises, facilities and programs cannot be permitted.

- Students have a responsibility to adhere to all College policies and administrative procedures which have been developed to protect student and staff rights, to maintain a campus conducive to learning and to protect the health and safety of all members of the College community.
- Students have a responsibility as well as a right to petition the campus authorities for relief from unfair practice and to appeal results of academic, disciplinary or administrative actions that are deemed unfair.
- Students have a responsibility to exercise their freedom of speech and advocacy on campus in a manner that requires orderly conduct, noninterference with college functions or activities and identification of sponsoring group(s) or individual(s). At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
- Students have a responsibility to act with civility and with care for their fellow students and for all College employees regardless of rank or position.

Reference Board Policy & Administrative Procedure 8009

Student Code of Conduct

Board policy 8007

The College, as a community dedicated to learning and the advancement of knowledge, expects and requires the behavior of students to be compatible with its high standards of scholarship and conduct. Admission to the College carries with it an obligation to uphold these standards.

College students who officially participate in dual activities at another educational institution are responsible for being aware of and are held accountable for, adhering to the conduct policies and procedures at all campuses controlled or utilized by Rowan College South Jersey.

Discipline for violation of College policies and administrative procedures on all campus locations and/or at any College- sponsored or supervised functions may be imposed whether or not such violations are violations of civil or criminal law. In addition, disciplinary action may be imposed for off-campus student conduct that is contrary to the mission and educational goals of the College, thereby protecting the best interests, safety and well-being of the College community.

The final responsibility for administration of student discipline rests with the President, who will have administrative procedures developed to implement a fair, prompt, and appropriate disciplinary process (see administrative procedure, *8007 Student Code of Conduct*).

Violations of this policy are subject to disciplinary action in accordance with College policy and the Student Code of Conduct. Students who engage in prohibited harassment, intimidation, or bullying are subject to disciplinary action, up to and including expulsion from any academic or continuing education program, the College, and all its events and activities.

Procedures for Reporting

Complaints of intimidation/bullying should be reported immediately to the Director of Student Affairs on the Gloucester Campus, 856-681-6271. Complaints may also be reported to the Vice President, Chief Diversity Officer, Diversity and Equity, Title IX and Compliance at 856-415-2154 on the Gloucester Campus, or to the Executive Director, Threat Assessment Management, Diversity, Title IX and Judicial Affairs, on the Cumberland Campus, 856-498-9948. Complaints of intimidation/bullying will be investigated in the same manner as a violation of Policy *8007 Student Code of Conduct*.

References:

N.J.S.A. 18:A37-13 et seq. Anti-Bullying Bill of Rights Act

Rowan College of South Jersey, Board of Trustees Policy Manual, *2019 Acceptable Use of Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; 8100 Student Rights and Responsibilities; and 8007 Student Code of Conduct*

Rowan College of South Jersey, Board of Trustees Policy Manual and Administrative Procedure, *2019 Acceptable Use of Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; and 8007 Student Code of Conduct*

A student whose conduct may pose a significant risk to the safety of himself/herself or to the campus community due to mental, emotional, medical, or psychological health conditions

or other serious concerns may be subject to an Interim Safety Suspension. The Interim Safety Suspension is a preliminary action taken to protect the safety of any student and the campus community and is not a penalty. Refer to administrative procedure, *8007.1, Interim Safety Suspension*.

Students who violate the law may incur penalties prescribed by civil authorities, but College authority is never used merely

to duplicate the function of general laws. The special authority of the College will be asserted only where the interest of the College as an academic community is distinctly and clearly involved. Institutional action should be independent of community pressure.

Violations of Student Conduct

The following is a non-exhaustive list of conduct that does not meet the College's expectations for student conduct. Such misconduct is a violation of the Student Code of Conduct and may result in disciplinary sanctions.

1. Violating RCSJ Policies and Administrative Procedures: Violating RCSJ policies and administrative procedures, whether on or off the RCSJ campus;

2. Academic Integrity: Engaging in academic dishonesty as defined by RCSJ. Students charged with a violation of this section of the policy are subject to the administrative procedures outlined in the Academic Integrity Policy 8001. This includes, but is not limited to:

a. Cheating (including the use of unacknowledged academic sources);
b. Fabrication;
c. Collusion;
d. Facilitating Academic Dishonesty;
e. Academic Sabotage;
f. Plagiarism; and/or
g. Violation involving criminal activity;

3. False Information to an Official: Furnishing false information to any RCSJ Official;

4. Forgery: Fraudulent use and/or creation of RCSJ documents, records, identification cards, other official RCSJ database files, or other misuse or abuse of RCSJ computerized systems. This includes, but not limited to:

a. Alteration;
b. Forgery;
c. Misuse; and/or
d. Using the ID Card, Key, and/or Fob of another person

5. Disruptive Activity: Engaging in activity which substantially disturbs or poses a tenable threat of interfering with teaching, administration, disciplinary procedures, public service functions, typical RCSJ operations, or other RCSJ authorized activities, or which substantially interferes with the rights of others, on RCSJ premises;

6. Misuse of Property: This includes, but not limited to:

a. Obtaining property under false pretenses; and/or
b. Possessing or receiving stolen property

7. Damage to Property: Actual or threat of damaging or destroying property;

8. Harm to Person: Engaging in conduct which threatens or endangers the health or safety of any person (including self). This includes, but is not limited to:

a. Bullying;
b. Coercion;
c. Harassment;
d. Intimidation;
e. Attempted or actual physical abuse or restraint of another;
f. Stalking;
g. Threats; and/or
h. Written, verbal, physical, electronic acts or gestures, whether single incidents or a series of incidents, reasonably perceived as being motivated by actual or perceived characteristics protected under the New Jersey Law Against Discrimination, N.J.S.A. 10:5-

1 et. seq. taking place on RCSJ property or at any function affiliated/sponsored by RCSJ which substantially disrupts or interferes with the orderly operation of RCSJ or the rights of other students, and is not otherwise protected by the Constitutions of the United States and the State of New Jersey, and that:

i.

j. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to a person or damage to property;

k. ii. Has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of RCSJ;

l. iii. Creates a hostile educational environment for the student at RCSJ; and/or

m. iv. Infringes on the rights of the student at RCSJ by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

9. Title IX: Engaging in conduct that is a violation of RCJS's Title IX Harassment and Discrimination and Sexual Harassment and the Rights of Victims policies;

10. Invasion of Privacy: Invasion or violation of an individual's rights. This includes, but is not limited to:

a. Terroristic threats;
b. Illegal or unauthorized surveillance;
c. Imposing physical or mental restraints on others;
d. Engaging in obscene verbal or written communication;
e. Verbally confronting a person using obscenities or fighting words likely to incite immediate physical altercation;
f. Making, attempting to make, live streaming, transmitting, or attempting to transmit audio, video, or images of any person(s) on or off campus in bathrooms, showers, bedrooms, common areas of suites or apartments, medical examination rooms, training rooms, or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings and/or transmissions; and/or
g. Viewing any person(s) on or off campus in bathrooms, showers, bedrooms, common areas of suites or apartments, medical examination rooms, training rooms or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants

11. Alcohol: Possessing, consuming, and/or distributing, or attempting to distribute alcoholic beverages in contravention of federal, state or local laws, or RCSJ administrative procedures, or knowingly being present at the time of the prohibited conduct;

12. Drugs/Paraphernalia: Possessing, using, manufacturing, distributing, or attempting to distribute narcotics, dangerous drugs, controlled dangerous substances, or drug paraphernalia prohibited by federal, state or local laws, or RCSJ policies, or knowingly being present at the time of the prohibited conduct;

13. Weapons: Possessing or using a firearm, BB gun, carbon dioxide propelled gun, explosive, dangerous chemical, knife, martial arts equipment, or other dangerous weapon as a means to threaten or intimidate another person and/or in contravention of federal, state or local laws, or RCSJ policies and administrative procedures;

14. Disorderly Conduct: Causing noise or a disturbance. Exhibiting disorderly, lewd, indecent, or obscene conduct or exhibitionism;

15. Unauthorized Use of RCSJ Resources: Using RCSJ's name, logo, finances, materials, and supplies (including letter templates or stationery bearing RCSJ's letterhead), or facilities (including computer facilities) for commercial, personal, or political purposes without authorization;

16. Failure to Comply with an RCSJ Official: Refusing or failing to comply with a request, directive, or order from an RCSJ Official, including Public Safety officers, members of RCSJ administrative staff, or other authorized persons acting in the performance of their official duties and responsibilities;

17. Public Health Compliance: Engaging in behavior that places other members of the RCSJ community at risk and/or refusing to comply with requests from RCSJ Officials related to matters of health safety. Examples include, but not limited to: refusing to wear face coverings to prevent the spread of diseases, refusal to complete required health and safety educational programs, and failure to adhere to occupancy/social distancing guidelines during times of elevated health-related concerns;

18. Unauthorized Access: Entering into and/or using RCSJ facilities/equipment, including, but not limited to: library, athletic facilities and equipment, galleries, classrooms, computers, or confidential files without authorization;

19. Disorderly/Disruptive Behavior Off-Campus: Engaging in off-campus actions and/or behaviors that violate laws and regulations of federal, state, and local agencies, as well as policies of RCSJ;

20. Abuse of the Student Discipline System: Abusing the Student Discipline system, including, but not limited to: noncompliance with a disciplinary sanction, falsification of information, and disruption of a hearing;

21. Use of Technology to Harass: Using information and communication technologies including, e-mail, voicemail, telephones, cell phones, text or electronic messaging, web-cameras, or websites to engage in harassment, intimidation, bullying (a violation of Title IX may be found) or in any behavior which violates the law, or RCSJ policies;

22. Use of Public Medium for Violation: Initiating behavior that violates the law or RCSJ policies and placing evidence of that behavior on a public website or other public medium;

23. Arson/Fire Safety: Starting a fire or creating a fire hazard on RCSJ owned or operated property. Willful damage to property by fire shall be prosecuted as arson when appropriate.

a. Tampering, altering, and/or, damaging the fire protection system, or tampering with or removing fire protection equipment;
b. Failing to evacuate a building upon audible fire safety warning device, or verbal command from staff or fire department personnel; and/or
c. Pulling a fire alarm when a fire-related emergency is not present

24. Hazing: Engaging in a manner that a reasonable person would conclude endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing when these actions include, but not limited to:

a. Unreasonable interference with a student's academic performance;
b. Forced or coerced consumption of food, alcohol, drugs, or any other substance;
c. Forced or coerced wearing of apparel which is conspicuous and/or inappropriate;
d. Forced or coerced exclusion from social contact;
e. Branding;
f. Creation of unnecessary fatigue;
g. Deprivation of basic needs such as food, shelter, sleep, or water;
h. Beating, whipping, or paddling in any form;
i. Line-ups and berating;
j. Physical and/or psychological shocks;
k. Personal servitude (to include mandatory designated driving);
l. Kidnapping or abandonment;
m. Interviewing process for membership;
n. Possession of required items (example: a new member must always be in possession of a ping-pong ball);
o. Unreasonable exposure to the weather;
p. Any activity subjecting a person to embarrassment, degradation, or humiliation; and/or

q. Expectation of participation in activities that are unlawful, lewd, or in violation of RCSJ policy

25. Sexual Misconduct: Engaging in behaviors and/or actions which are sexual in nature without consent. These may include, but not limited to: dating violence, domestic violence, sexual contact, sexual penetration, sexual exploitation, sexual harassment, and stalking. Matters related to sexual misconduct will be evaluated by the Office of Diversity and Equity and Compliance for possible violations of Title IX standards. Allegations not meeting that threshold may be referred for adjudication as a possible violation of the Student Code of Conduct;

26. Discrimination: Actions that are intended to treat others in a different or unfair manner based on their actual or perceived race, religion, national origin, gender, sexual orientation, gender identity or expression, disability, and other protected characteristics;

27. Retaliation: Any adverse actions taken against a person because of that person's participation in a complaint, investigation, or legitimate process. Such actions are treated as a separate violation and will result in immediate action by RCSJ to stop the retaliatory behavior, prevent further violations by the perpetrator, and remedy any adverse impact of the violation;

28. Parking Violations: Excessive RCSJ parking/traffic violations;

29. Animals on Campus: Possession and/or custody of any animal on the RCSJ campus without prior approval from campus officials, unless the animal is a service animal;

30. Smoking: Smoking on the RCSJ campus in any prohibited area. Smoking is only allowed in designated areas. This includes electronic smoking and the use of any tobacco products;

31. Prohibited Items: Possession of, or use of, any prohibited items in RCSJ controlled areas, including Rowan University residential areas; and/or 32. Guest Behavior: Students may be held responsible for acts and/or omissions of their guests on any RCSJ campus location, program, or RCSJ-sponsored events where such acts and/or omissions constitute a violation of the Student Code of Conduct, including the Rowan University.

References:

Rowan College of South Jersey Administrative Procedure, *8007 Student Code of Conduct and 8007.1 Interim Safety Suspension*

Rowan College of South Jersey Board of Trustees Policy Manual, *7013 Sexual Misconduct and the Rights of Victims*

Process for Student Conduct Issues and Discipline

Administrative Procedure: 8007

The College is dedicated to the advancement of knowledge while ensuring an environment that is orderly and to act decisively to eliminate disruption of the educational process.

It should be noted that all College students who officially participate in dual activities at another college or university are responsible for being aware of and are held accountable for, adhering to the conduct policies and procedures at both institutions.

These administrative procedures have been designed to protect the student, to be fair to all parties, to prevent the imposition of inappropriate penalties and to offer the right to appeal.

In all situations, the student will be informed of the charges, allowed to be represented, provided with a written copy of the complaint and be given an opportunity to appeal. The proceedings will include a prompt, fair and impartial process from initial investigation to the final result.

Administration of Policy

The administration of student conduct policies and procedures is overseen by two directors. The Gloucester Campus is overseen by the Director of Student Affairs & Military Services. The Cumberland Campus is overseen by the Director of Judicial Affairs. Hereafter, referred to as "Director."

While the final responsibility for administration of student discipline rests with the President, he/she may, through a designee, immediately impose an interim suspension upon a student when there is evidence that the presence of the student on campus may pose a threat to others or to the continuance of normal College function when, due to the immediacy of the issue, time does not allow for the formal discipline process. (See administrative procedure, *8007.1 Interim Safety Suspension*.)

Student Discipline Guidelines

In all cases, any disciplinary action should be appropriate to the nature and severity of the violation. Single or multiple sanctions may be imposed when students are found responsible for violating the Student Code of Conduct. Many factors are considered when deciding sanctions. These factors may include past disciplinary record, the nature of the violation and the severity of damage or harm resulting from the violation.

Hearings for Sexual Misconduct

The College, at its sole discretion, may utilize an experienced lawyer (who is not a member of the campus community) to serve as hearing officer in cases of sexual misconduct. The evidentiary standard (preponderance of the evidence; i.e., more likely than not a violation occurred) will be used to determine the finding (responsible or not responsible).

While the hearing officer will determine the finding after the case is concluded, the College reserves the right to impose any and all sanctions. (See policy and administrative procedure, *7013 Sexual Misconduct and the Rights of Victims*.)

Description of Sanctions

Types of sanctions which may be imposed include the following:

Official Warning: An official warning is a written statement indicating that a student has violated the Student Code of Conduct and warning that subsequent violations may result in more severe disciplinary sanctions.

Probation: A student on probation is not in good social standing with the College. If a student is found responsible for a subsequent similar violation while on probation, suspension, or expulsion may occur.

Monetary Fine: The requirement that a student must pay a monetary fine that will be added to the student account. Students' accounts may be placed on hold until the fine is paid in full.

Restitution: The requirement that a student be held accountable for public or private property that he/she damaged or destroyed by either replacing or paying for the property lost. A restitution fee can be added to the student account.

Decision-Making Reflection: A decision-making reflection is a written assignment designed to provide an opportunity for the student to reflect on the violation of the Student Code of Conduct. Decision making assignments are submitted to the sanctioning Director.

Educational Task: Completion of an educational assignment such as a workshop or online training course designed to give the student the opportunity to reflect on the violation.

No Contact Directive: A no contact directive states that the student may not have any interaction with a specific individual for the remainder of the student's academic career at the College.

Educational Counseling: Students sanctioned to educational counseling are required to visit the Center for Wellness and Support to learn about available resources and strategies for success.

Suspension of Privileges: While on suspension of privileges, a student may be restricted from participation in athletics, student organizations and/or campus employment.

A student may also be suspended from the privilege of utilizing campus parking, computer labs, or other facilities, if deemed appropriate. Notification of the suspension will be sent to the appropriate coach, advisor, or supervisor, if applicable.

Suspension: Suspension is dismissal from the institution for a specified period of time. A suspended student may not attend classes or complete academic work for a specified period of time. A currently suspended student may not be present on campus or at College-sponsored events for any reason. The terms of the suspension may stipulate that the student fulfill certain conditions before returning to the College. The student is not eligible for a refund of tuition or fees.

Expulsion: Expulsion is permanent dismissal from the institution. A student who is expelled may never again register for courses or attend classes at the College. Additionally, the student may not be present on campus or at College-sponsored events for any reason. Expulsion will be noted on the student's academic transcript. The student is not eligible for a refund of tuition or fees.

The Director reserves the right to notify parents/guardians of students less than 21 years of age when a student is found responsible for an alcohol and/or drug violation.

Important considerations regarding sanctions:

- **Failure to complete sanctions will result in an administrative hold on the student's account until the student completes the sanction.**
- **The monetary fine structure is approved by the Board o f Trustees and can be found on the Tuition and Fees section on the College's website.**

Hearing and Appeals Processes

Step 1, A Complaint is Filed:

- A report of misconduct is received by the Director.
- The Director notifies involved parties of the complaint in writing. A disciplinary hearing is offered to the accused student. The student may choose to waive his/her right to a hearing and have a decision made in his/her absence.
- The Director determines whether it is more likely than not that a violation occurred. A decision is communicated to the student in writing and, if warranted, sanctions may be imposed.

Step 2, The Appeal:
Once the appeal is received by the assigned Director it will be forwarded to the Vice President of Student Services.

- If the student disagrees with the findings, the student contacts the Office of Student (or Judicial) Affairs within five (5) business days of the receipt of the Director's decision to begin the appeal process. In this contact, the student is responsible for completing the written appeal and the basis of the appeal must be specifically stated and explained as one or more of the following:
  a. The decision was not supported by a preponderance of the

evidence presented (i.e., more likely than not the evidence used during the hearing was not sufficient enough to reach the decision made).

b. New relevant evidence is available that could or was not produced at the time of the hearing and such new evidence is both: (1) sufficient to alter the hearing's decision and (2) was not known to the student appealing at the time of the hearing.
c. The administrative procedures in *8007 Student Code of Conduct* were not followed; however, such deviations from procedures will not be a basis f
d. or sustaining an appeal unless the deviations(s) resulted in significant prejudice to the student.
e. The sanction is grossly disproportionate to the offense.
f. The Vice President reviews the appeal information and notifies the student of the results of the appeal within fifteen (15) business days of receipt of
g. the appeal.

Step 3, Final Appeal:

- The student may appeal to the President within five (5) business days of receipt of the Vice President's decision. The written appeal and case information is submitted to the Office of Student Affairs (Gloucester Campus) or Judicial Affairs (Cumberland Campus) and forwarded to the President for review.

The President's decision is final.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7013 Sexual Misconduct and the Rights of Victims and 8007 Student Code of Conduct*

Rowan College of South Jersey Administrative Procedure, *7013 Sexual Misconduct and the Rights of Victims and 8007.1 Interim Safety Suspension*

Interim Safety Suspension

The purpose of this administrative procedure is to establish procedures for an Interim Safety Suspension for a student who poses a significant risk to the safety of any student or the campus community due to mental, emotional, medical or psychological health conditions or other serious concerns.

Imposing the Interim Safety Suspension

If it is determined that a significant risk to any student or campus safety exists, the Director or designee may remove a student from any or all College premises, after consultation with the Student Assistance Team (an interdisciplinary team of campus administrators).

1. The student will receive notice of the interim action and be advised of the information relied upon by the College.
2. In some cases, when continuing significant risk to the safety of students and the campus is indefinite, a student's status will remain suspended and the student will be notified. If the student is required to withdraw from some or all classes as a result of a continued significant safety risk or for other reasons associated with this procedure, an administratively assigned grade of "W" (withdrawal) will be reflected on the transcript for those particular courses. The student will also be advised concerning the date when a petition for reinstatement will be considered along with any conditions for reinstatement.
3. During the Interim Safety Suspension process, a representative of the College may contact the student's parent or legal guardian, if deemed appropriate and in accordance with FERPA.

Appealing the Interim Safety Suspension

1. A student who is suspended from the College due to protective health or safety reasons may appeal the decision to the Vice President of Student Services ("Vice President").
2. The appeal must be in writing stating the reasons for the appeal and must be received within five (5) business days of the date the student received notification of the suspension from the Director.
3. Prior to the review, the student will be provided with the following:
    - The opportunity to review any reports or other evidence relied upon by the Director (or designee) in issuing the interim suspension;
    - A written statement providing an explanation of the reasons for involuntary safety suspension and information relied upon; and
    - Following the review, the Vice President (or designee) will determine whether to:
        - Uphold the interim suspension; or
        - Reinstate the student with appropriate accommodations and/or subject to specified conditions as dictated by the individualized needs of the student.
4. A written decision providing reasons and any conditions will be issued to the student within five (5) business days of the conclusion of the review unless extended by the Vice President.
5. The decision of the Vice President is the final decision of the College.

Reinstatement from an Interim Safety Suspension

1. A student seeking reinstatement from an interim safety suspension will be asked to provide information demonstrating that a significant risk of any student, or the campus community no longer exists.
2. Acceptable evidence includes a report from a licensed psychiatrist, psychologist or physician (pertaining to the situation) that states the student is able to safely return to the educational environment and can engage in the following activities without creating a significant risk to any student or campus community: attend class; perform assigned tasks; and if assigned to a residence area, live under only general supervision and in the company of one or more students.
3. If a student's return is conditioned upon accommodations, the report from the healthcare provider must outline the accommodations requested.
4. The College's licensed psychologist or health and wellness professional will review the report and meet with the student. If necessary, and with the student's written consent, the College's licensed psychologist or health and wellness professional may consult directly with the evaluating psychiatrist, psychologist or physician.
5. After the review, the College's licensed psychologist or health and wellness professional will make a written recommendation regarding the student's continued attendance and Page 3 of 3 Administrative Procedure: *8007.1 Interim Safety Suspension* any conditions that apply to that attendance, including the matter of the student's place of residence, if applicable.
6. The student will be notified of the student's ability to return and of any conditions that may apply within five (5) business days of the submission of medical documentation or appropriate evidence that a significant risk to the safety of any student or campus community no longer exists. In some cases, where a significant risk to the safety of student or campus community will continue indefinitely, a student's status will remain as suspended, in which case, the student will be notified.
7. If the student is required to withdraw from some or all classes as a result of a continued significant safety risk or for other reasons associated with this procedure, an administratively assigned grade of "W" (withdrawal) will be reflected on the transcript for those particular courses.
8. The student will also be advised concerning the date when a petition for any future reinstatement will be considered along with any conditions for reinstatement. If a student fails to follow these procedures, the student will not be reinstated and an administrative hold preventing future registration will be placed on the student account.

(Reference Administrative procedure 8007.1)

Student Records — The Family Educational Rights and Privacy Act of 1974 *(as amended)*

The Family Education Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student educational records. It applies to all schools receiving funds under an applicable program of the U.S. Department of Education.

FERPA requires that the College provide enrolled students with information regarding their rights under this law. Compliance with the requirements of FERPA regarding access to and release of records is restricted to the professional staff members of the College who have legitimate need to know their contents. The Division of Student Services will establish procedures for both staff members and students to review records. The College and its staff will remain in full compliance with all FERPA regulations and amendments.

(Reference Board policy 8109)

Confidentiality of Student Records

The FERPA affords students certain rights with respect to their education records. There are four main rights in FERPA for the protection of the privacy of student records. Each of these rights is addressed in the following.

1. Right to Inspect

- With proper identification, a student has the right to inspect and review his/her education records within 45 days of the College receiving a request for access.
- Just about any information in any storage medium provided by a student or created by the College for use in the educational process is considered a student record including:
  - Personal information
  - Enrollment records
  - Grades
  - Class schedules
  - Disciplinary records
  - Transcripts

- When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents or guardian to the student.
- A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- Forms authorizing the release of Student Records must be filled out in person at the One Stop Office at either campus.

2. Right to Amend

- A student who wishes to ask the College to amend a record should write to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- After a hearing, if the College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

3. Right to Consent

Generally, the College must have written permission from the student in order to release any information from a student's education record. However, FERPA allows institutions to disclose these records, without consent, to the following parties or under the following conditions:

- College officials with legitimate educational interest
- Other institutions to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the College
- Accrediting organizations
- To comply with a New Jersey judicial order or lawfully issued subpoena specifying the records requested
- Appropriate officials at the time of health and safety emergencies
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of finding
- To the general public, the final results of a disciplinary proceeding, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's policies with respect to the allegation made against him/her
- To parents of a student regarding a student's violation of any federal, state or local law, or of any policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21
- The College may also disclose, without consent, "directory" information. This information may be disclosed by the institution for any purpose, at its discretion: student's name, enrollment status, program or major emphasis, dates of attendance and degree information (including date earned and honors). It is the responsibility of the student who wishes to withhold permission to disclose this information to complete a "Request for Non-Disclosure of Directory Information" form by the first week in October for each academic year the student attends. Forms are available from the Office of Student Records. Such notification will become effective as of the date received by the Office of Student Records and will remain in effect for the remainder of the academic year.

4. Right to File a Complaint

Students have 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 the address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

The College will notify students annually of their rights under FERPA. This notification will be done via the College catalog, student handbook, the website and College email.

(Reference Administrative procedure 8109)

Student Directory Information

Rowan College of South Jersey hereby designates the following student information as public directory information. This information may be disclosed by the institution for any purpose at its discretion: student's name, enrollment status, program or major emphasis, dates of attendance and degree information (including date earned and honors).

Students may withhold permission to disclose this information under the FERPA of 1974, as amended, by completing a Request for Non-Disclosure of Directory Information form, available from the Office of Student Records. Such notification shall become effective as of the date received in the Office of Student Records and will remain in effect for the remainder of the academic year.

Student Academic Appeal

Students may appeal the final grade they received in a course by following the steps listed below. Prior to the initiation of the process, the student must have informally attempted to resolve the concern with the faculty member involved. Each step in the process will focus on resolving the issue. During this process, the student may decide to change the outcome being sought only once. If this occurs, a new appeal must be filed.

- **Step 1:** Students with grade concerns must register those concerns with his/her counseling advisor within thirty days from the posting of the final course grade. The advisor will give the student a Student Academic Appeal form, direct the student in the completion of Step 1, and provide assistance in making appointments to see the appropriate faculty member(s) for resolution of the concerns.
- **Step 2:** The student will take the form to the faculty member(s) involved and seek a resolution. The faculty member will complete Step 2 on the form and return it to the student.
- **Step 3:** If the concerns are not resolved to the satisfaction of the student, the student will take the form to the appropriate dean. The dean will recommend a resolution on the appeal form, sign it, and notify the faculty member of that recommendation. The dean may arrange a peer review meeting with representative members (excluding the faculty member involved) of his/her division to help make that recommendation. The dean will return the form to the counseling advisor for the advisor's and the student's signatures.
- **Step 4:** If the concerns remain unresolved, the counseling advisor will, after reviewing the appeal packet and all relevant concerns with the student, notify the faculty member that the appeal and all related documentation will be forwarded to the Academic Standing Committee ("Committee").
- **Step 5:** Following receipt of the documentation by the chair of the Committee, the Committee will conduct an informal fact-finding hearing at which the student and the faculty member will be expected to testify. The student has the right to have an advisor of his/her choice present at the hearing as a support person. While the advisor can be present, he/she can have no role in the hearing. Advisors are not permitted to speak on behalf of the student, appear in the place of the student, or ask questions during the hearing. If the student wants to have an advisor present, he/she must inform the Committee at least 24 hours in advance of the hearing. If the student's personal advisor is unable to attend, the hearing will not be cancelled. Following the hearing, the Committee will consider the evidence presented and by majority vote make a formal recommendation to the Provost and Vice President of Academic Services.
- **Step 6:** The Provost and Vice President of Academic Services will decide to accept or reject that recommendation and communicate the decision to the student in writing. The Provost and Vice President's decision is final and binding. Administrative Procedure: *8005.1 Academic/ Grade Appeals*

Student Clubs and Organizations

Board policy and Administrative procedure 8301

Membership in student clubs and organizations is limited to current students of the College. The club or organization may be registered for recognition by filing the appropriate compliance forms in the Office of Campus Life.

All groups operating within the College, including academic and non-academic employees, Student Government Association, and student clubs, organizations, and programs sponsored by the College are governed by a policy of non-discrimination. Any student club or organization recognized by the College is required to have a membership policy accepting students without regard to race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical cellular or blood trait, or genetic information. See policy *7011 Harassment and Discrimination*. Clubs and organizations using College facilities for meetings or events will allow participation on a non-discriminatory basis.

The bylaws developed by individual student clubs and organizations will be consistent with College policy and administrative procedures including, but not limited to, those addressing the use of College facilities and the use of alcoholic beverages. Faculty or staff advisors are to be present at all College-sponsored student club or organization-sponsored travel and trips.

Student Government Association

The Student Government Association is directed by student executive officers. The Student Government Association is responsible for encouraging and fostering student involvement in student government, participation in College activities, and informed, responsible citizenship in the College community. It serves as a forum on which the student body's numerous and diverse needs may be expressed. The Student Government Association serves as a link between the student body and the administration.

General Provisions

All groups operating within the College are governed by a policy of non-discrimination. See policy *7011 Harassment and Discrimination.*

Student clubs and organizations are required to comply with College policies and administrative procedures. Violation of these policies and administrative procedures will result in the revocation of College recognition for the club or organization.

Student club or organization advisors must be College faculty or staff employees.

A student club or organization may be registered for recognition by filing the appropriate compliance form, which shall include: 1.) the name of the organization; 2.) its constitution(s) and/or its purpose; and 3.) its officer(s) and faculty or staff advisor with the Office of Campus Life.

Officers of recognized student clubs and organizations must maintain a 2.0 or higher-grade point average and be currently enrolled in credit-bearing courses. The Student Government Association Officer Guidelines are available through the Student Life Office.

Funding

Recognized clubs and organizations may apply for additional funds above the standard allocation received at the start of each semester by filing the appropriate form with the Office of Campus Life. The budget will be set up at the beginning of each fall and spring term and will be subject to audits through the Financial Services Office to ensure financial solvency and responsibility.

By-Laws

The bylaws developed by individual student clubs and organizations will be consistent with College policy and administrative procedures including, but not limited to, those addressing the use of College facilities and the use of alcoholic beverages.

Use of the College Name

A club or organization will not use the College name, or abbreviation thereof, as a part of its own name, except in accordance with College policy and official recognition. A student club or organization will not imply or indicate that it is acting on behalf of the College or with its approval or sponsorship unless specifically authorized to do so by the Vice President of Student Services.

Transportation

For College-sponsored events involving transportation of students and College personnel (such as club trips, class trips, athletic events, and other similar events), every effort will be made to provide bus or van conveyance. In those instances, in which provision or such conveyances are not applicable, and students provide their own transportation to and/or from the events, the College is not responsible for such transportation, nor for liability resulting from accidents or other types of harm connected with such transportation.

All policies and administrative procedures related to student conduct are in effect from the time of departure until the time of return (see policy *8007 Student Code of Conduct*).

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7011 Harassment and Discrimination, 8301 Student Clubs and Organizations and 8007 Student Code of Conduct*

Student Right-To-Know Act (1990)

As required by the federal Student Right to Know Act of 1990, the following information is provided on completion/graduation rates at Rowan College of South Jersey: On July 1, 2019, Rowan College at Gloucester County and Cumberland County College merged to form Rowan College of South Jersey — a dual-campus, regional institution dedicated to providing affordable and accessible higher education opportunities. Prior to the merger, of the 1,757 first-time, full-time certificate or degree-seeking students entering Rowan College at Gloucester County in the fall of 2017,

54.6 percent had graduated or transferred on to another higher education institution within three years for degree-seeking students or graduated/transferred within 18 months for certificate- seeking students. This total percentage (54.6 percent) encompasses a graduation rate of 33.6 percent and a transfer-out rate of 21.0 percent. Of the 661 first-time, full-time certificate or degree-seeking students entering Cumberland County College in the fall of 2017, 49.6 percent had graduated or transferred on to another higher education institution within three years for degree- seeking students or graduated/transferred within 18 months for certificate-seeking students. This total percentage (49.6 percent) encompasses a graduation rate of 34.9 percent and a transfer-out rate of 14.7 percent. Many factors should be considered when reviewing graduation or transfer rates at community colleges. Given that community colleges have at the core of their mission open access to higher education, a certain percentage of our students require foundational coursework to strengthen basic skills; this supplemental learning may delay graduation or transfer.

Information Available to Enrolled and Prospective Students

In 2008, the Higher Education Opportunity Act became law, reauthorizing the Higher Education Act for the first time since 1998. This law is intended to help students and parents become more informed when making decisions about higher education. With this goal in mind, Rowan College of South Jersey maintains ***RCSJ.edu/compliance-safety/consumer-information/*** as the official landing page for mandated disclosure information.

New Jersey Campus Sexual Assault Victim's Bill of Rights (NJSA18A:61E-1)

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived to further and protect the rights of all members of the university community in achieving these ends.

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

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

Bill of Rights

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

- On the campus of any public or independent institution of higher education in the state of New Jersey
- Where the victim or alleged perpetrator is a student at that institution
- When the victim is a student involved in an off-campus sexual assault

Human Dignity Rights

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

Rights to Resources On and Off Campus

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

Campus Judicial Rights

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

Legal Rights

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

Campus Intervention Rights

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

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Statutory Mandates

Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

Each campus shall make every reasonable effort to ensure that students at the institution receive a copy of this document.

Nothing in this act or in any Campus Assault Victim's Bill of Rights developed in accordance with the provisions of the act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Reporting Allegations of Sexual Assault

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports | of sexual assault can be made to any of the offices listed in the charts in this handbook.

FOR MORE INFORMATION and additional contact information for reporting, please see *Administrative Procedure 7013 on the following pages.*

Rowan College
of South Jersey

Policy: 8003
Title: **ANTI-BULLYING AND INTIMIDATION**
Area: Student Services
Approved: 07/01/19, 05/05/21, 7/30/24
Revised: 09/16/25

The College maintains a strict policy prohibiting harassment, intimidation, and bullying. This policy applies to all students of the College.

The College defines harassment, bullying. and intimidation as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses, that takes place on the property of the College or at any function sponsored by the College, or by electronic means at or away from the College, that substantially disrupts or interferes with the orderly operation of the institution or the rights of other students and that such action/behaviors:

a. as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming another student or damaging another student's property, or placing another student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;

b. have the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College;

c. create a hostile educational environment for other students at the College; or

d. infringe on the rights of other students at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Violations of this policy are subject to disciplinary action in accordance with College policy and the Student Code of Conduct. Students who engage in prohibited harassment, intimidation, or bullying are subject to disciplinary action, up to and including expulsion from any academic or continuing education program, the College, and all its events and activities.

Procedure for Reporting

Complaints of intimidation/bullying for the Cumberland and Gloucester Campus should be reported immediately to the Executive Director, Threat Assessment Management, Title IX, Compliance, and Judicial Affairs, on the Cumberland Campus, 856-498-9948. Complaints may also be reported to the Vice President, Chief Compliance Officer at 856-415-2154 located on the Gloucester Campus. Complaints of intimidation/bullying will be investigated in the same manner as a violation of policy *8007 Student Code of Conduc*t.

References:

N.J.S.A. 18:A37-13 et seq. Anti-Bullying Bill of Rights Act

Rowan College of South Jersey Board of Trustees Policy Manual*, 2019 Acceptable Use of Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; 7019 Pregnant and Parenting Students and Employees; 8100 Student Rights and Responsibilities;* and *8007 Student Code of Conduct*

Rowan College of South Jersey Administrative Procedure*, 2019 Acceptable Use of Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; 7019 Pregnant and Parenting Students and Employees;* and *8007 Student Code of Conduct*

Policy: 8003 Anti-Bullying and Intimidation

Rowan College of South Jersey

Administrative Procedure: 7013
SEXUAL MISCONDUCT AND THE RIGHTS OF VICTIMS

I. Purpose

Students and employees of Rowan College of South Jersey ("College") have the right to access and benefit from the educational and other programs and services of the College free from any form of sexual violence, harassment, or exploitation. The College prohibits sexual misconduct or harassment of any kind. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. For purposes of this and other related policies and administrative procedures, the term "sexual misconduct" is inclusive of dating violence, domestic violence, sexual assault, and stalking ("DVSAS") and prohibited conduct as defined in Section VII below.

II. Accountability

Under the direction of the President, the Vice President, Chief Compliance Officer ("Title IX Officer"), located on the Gloucester campus in the College Center, telephone number (856) 415-2154, and on Cumberland campus, the Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs, Academic Building, telephone number (856) 498-9948, or designee will implement and ensure compliance with these procedures.

III. Applicability

This policy applies to all students and employees. Regardless of where the prohibited conduct occurs, this policy applies if the Respondent (the accused party) is a student or employee of the College. This policy also applies to all prohibited conduct that occurs on College property (i.e., on campus) by visitors.

IV. Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in the College's programs and activities. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." As a recipient of federal financial assistance, the College has jurisdiction over complaints alleging sex discrimination, including sexual harassment and sexual misconduct ("DVSAS").

V. Standard of Evidence

A finding under this policy will be based on the preponderance of the evidence standard, in other words, a finding will be made if the evidence as a whole shows that it is more likely than not that a violation of the sexual misconduct ("DVSAS") policy occurred.

VI. Policy Statements

1. When the College is made aware of a report or allegation of sexual misconduct ("DVSAS") or harassment, the College will endeavor to maintain the confidentiality of the matter and of all individuals involved to the extent permitted by law. The College will balance the needs of the individuals involved (victim "Complainant" and accused "Respondent") with its obligation to fully investigate allegations and to protect the safety and well-being of the community at large. In all cases, the College and its employees will respect the dignity and rights of all individuals involved. When consulting campus resources, victims should be aware that certain campus authorities are mandated to report and take action after receiving information regarding sexual misconduct ("DVSAS") and harassment. These include, but not limited to, Safety and Security Officers, managers and supervisors, coaches, club and organization advisors, faculty, and deans. Anyone wishing to speak confidentially to an employee of the College should ask them about their ability to maintain confidentiality. Different people on campus have different reporting responsibilities, and different abilities to maintain confidentiality, depending on their roles at the College. Please refer to the charts on pages 12 to 14 for confidential reporting.

2. This policy applies equally to all students and employees regardless of their sex, gender identity, gender expression, or affectional or sexual orientation. This policy covers all female, male, gender non-conforming, and transgender students and employees. A violation of this policy may also be a violation of the New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) which makes it unlawful to subject people to differential treatment based on many categories, including: sex, affectional or sexual orientation, and gender identity.

3. When an alleged violation of this policy is brought to the attention of the College, the College will promptly take effective steps to end the misconduct, prevent further violations, and remedy the effects of the violation on the Complainant and others, if appropriate. Please refer to Section XV, Resolution Procedures.

4. The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct ("DVSAS") in order to protect students' and employees' rights and the personal safety of members of the community. While the College's investigation is pending, the College will offer interim measures to protect the parties and others. Interim measures may include, but not limited to, safety plan development, no contact orders, interim suspension from campus/employment, academic accommodations, changing transportation and working situations, assistance with the College disciplinary process, referrals to on-

campus and off-campus resources, or reporting to police. The College will maintain as confidential any protective measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the protective measures; e.g.; safety escort services, change of classrooms, if the victim requests them and if they are reasonably available. These measures can be offered regardless of whether or not the Complainant chooses to report the crime to the Office of Safety & Security or local law enforcement.

5. The College will only disclose information that is necessary to provide the accommodations or protective measures in a timely manner. Suggested accommodations or protective measures will first be reviewed by the Title IX Officer before implementation by a third party; i.e., Associate Vice President of Human Resources, Director, Student and Veteran Affairs, Director of Special Services, or Director of Safety. Victims will be informed before sharing personally identifying information necessary in order to provide an accommodation or protective measure.

6. The College will maintain as confidential any accommodation or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

7. Prohibited conduct under this policy may also constitute a violation of federal, state, or local law and a student or employee may be charged in the criminal justice system as well as under this policy. Alternatively, charges can occur for violations of this policy which may not be violations of the law. The criminal justice system is different from this Title IX process. The College reserves the right to reach its own determination on violations of this policy independently of the outcome of any civil or criminal proceeding. The College reserves the right to hear a sexual misconduct ("DVSAS") case before, after, or during the pendency of the civil or criminal matter. If a case is going through the criminal justice system, and a report has also been made to the College, the Title IX process at the College may proceed normally during the pendency of the criminal proceedings. Since the Title IX process is an educational disciplinary process, the legal rules related to evidence, criminal procedure, civil procedure, and administrative procedure do not apply to this process.

8. The College, at its sole discretion, may utilize an experienced lawyer (who is not a member of the campus community) to serve as hearing officer in cases of sexual misconduct ("DVSAS"). While the hearing officer will determine the finding after the case is concluded, the College reserves the right to impose any and all sanctions.

9. All employees and students will be provided with a prepared, standardized, and written notification regarding counseling, health, victim advocacy, legal assistance, mental health, visa and immigration assistance, student financial aid, and other services available both on campus and off campus. This written information will include a victim's right to obtain a restraining order, a no contact order, information regarding preservation of evidence, reporting options, and reasonable

accommodations. Contact information is provided for each of the services in Section X.

10. When a student or employee reports to the College that the student or employee has been a victim of sexual misconduct ("DVSAS"), whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of the student's or employee's rights and options as described in paragraph 9 above.

11. All publicly available record keeping will be maintained without inclusion of personally identifiable information, inclusive of victims of dating violence, domestic violence, sexual assault, stalking and Clery Act reporting and disclosures.

VII. Definitions of Prohibited Conduct

The following behaviors constitute sexual misconduct ("DVSAS") and are prohibited under this policy. All forms of sexual misconduct ("DVSAS") are serious offenses and will result in College disciplinary consequences. Additionally, the prohibition of sexual misconduct ("DVSAS") will be communicated within existing prevention programs and awareness campaigns for all new and current students and employees.

1. Non-Consensual Sexual Intercourse or Penetration (Rape) means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without consent. Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

2. The College will maintain as confidential any accommodation or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

3. Non-Consensual Sexual Contact (Fondling) means any intentional sexual touching, however slight, with any body part or any object, without consent. Examples of non-consensual sexual contact may include, but not limited to, genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including over clothing; removing the clothing of another person; and kissing.

4. Sexual Exploitation means the behavior that takes, or facilitates the taking of, non-consensual sexual advantage of any person to benefit any other person when the behavior does not otherwise constitute a sexual misconduct ("DVSAS") violation. Examples of sexual exploitation include, but not limited to:
    - trafficking another person;
    - taking a non-consensual video, photograph, or audio recording of sexual activity without the other's permission; taking a photograph or video of someone's private parts (including genitals, groin, buttocks, or breasts)

without permission; the transmission or dissemination (including, but not limited to, distribution via social media) of such video, photograph, or audio recording without permission;
- allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live-streaming of images);
- frottage which means the act of obtaining sexual stimulation by rubbing against a person or object;
- voyeurism or spying on persons where they have a reasonable expectation of privacy;
- knowingly transmitting a sexually transmitted infection to another person without the other's knowledge; and
- revenge porn which means the sharing of private, sexual materials, either photos or videos, of another person without their consent and with the purpose of either causing embarrassment or distress.

5. Intimate Partner Violence includes dating and domestic violence.
    a. Domestic violence means a felony or misdemeanor crime of violence committed:
        - By a current or former spouse or intimate partner of the student or employee;
        - By a person with whom the student or employee shares a child in common;
        - By a person who is cohabitating with, or has cohabitated with, the student or employee as a spouse or intimate partner;
        - By any other person against an adult or youth student and employee who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
    b. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the student or employee. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but not limited to, sexual or physical abuse or the threat of such abuse.

6. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.
    - Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
    - Reasonable person means a reasonable person under similar circumstances and with similar identities to the reporting student or employee.

- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

7. Other Sexual Misconduct ("DVSAS") means inappropriate sexual behaviors not covered previously in this section, for example, sexual activity in public places.

8. Sexual/Gender-Based Harassment is unwelcome sexual or gender-based verbal or physical conduct that unreasonably interferes with or deprives others of their right to access and benefit from the programs and services of the College. Sexual harassment offenses fall into two general categories;
    a. Hostile Environment which means harassing conduct that is sufficiently severe, pervasive/persistent, and objectively offensive that it substantially interferes with the conditions of education or employment, from both a subjective (the student's or employee's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" will be based on the circumstances. These circumstances could include, but not limited to:
        - the frequency of the conduct;
        - the nature and severity of the conduct;
        - whether the conduct was physically threatening;
        - whether the conduct was humiliating;
        - whether the conduct was directed at a specific individual or more than one person;
        - whether the conduct arose in the context of other discriminatory conduct;
        - whether the conduct unreasonably interfered with the alleged Complainant's educational or work performance;
        - whether the statement is an utterance of an epithet which offends an employee or student, or offends by discourtesy or rudeness; or
        - whether the speech or conduct is excluded from the protections of free speech or academic freedom.
    b. Quid Pro Quo ("this for that") means a violation of this type exists when there are:
        - Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
        - Submission to unwelcome advances, etc., results in preferential treatment, e.g., promotion, higher grade than earned. Rejection of sexual advances, etc. results in adverse educational access or employment action; e.g., failing grade or employment termination.
        - A sexual or romantic relationship between a faculty member or visiting faculty member and a person for whom the faculty member has professional responsibility (including, for example, as a teacher, adviser, evaluator, or supervisor) raises concerns such as conflict of interest, abuse of authority, and unfair treatment. These concerns exist even where the relationship is considered consensual by both

participants. Moreover, even when consensual, relationships involving individuals of different College status have the potential to have an adverse impact of others in the College community. As members of a community characterized by multiple formal and informal hierarchies, it is incumbent on members of the Faculty not to abuse, nor to appear to abuse, the authority with which they are entrusted.

9. Retaliation means harassment or adverse action taken against a person because of that person's participation in a complaint or investigation of sexual misconduct ("DVSAS"). This will be treated as a separate violation of this policy and will result in immediate action by the College to stop the retaliatory behavior, prevent further violations by the perpetrator, and remedy any adverse impact of the violation.

10. False Reports means intentionally making a report of prohibited conduct to a College official knowing, at the time the report was made, that the prohibited conduct did not occur and the report was false.

11. Attempted Violations means a person commits an attempted violation when, with intent to commit a specific violation, a person does any act which constitutes a substantial step toward the commission of that violation. The College will treat attempts to commit any of the violations described in policy or procedure as if those attempts had been completed.

VIII. Additional Definitions

1. Consent
    a. Consent to sexual activity is informed, knowing, voluntarily, and freely given permission to engage in mutually agreed upon sexual activity. The College will apply a reasonable person standard in determining whether or not consent was given, unless otherwise required by law.
        i. The person giving consent must be capable of doing so freely, with the ability to understand what they are doing and the specific details (who, what, when, where, and how) of the sexual contact to which they are consenting.
        ii. Consent may be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. <u>Consent can be withdrawn at any time.</u>
        iii. It is the obligation of the person initiating sexual contact to obtain clear consent for the specific type of sexual contact sought.
        iv. Lack of protest does not constitute consent. Silence or passivity without words or actions that communicate mutually understandable permission cannot be assumed to convey consent.
        v. Use of violence, threats, coercion, or intimidation invalidates any consent given.

vi. Consent for one form of sexual contact does not imply consent to other forms. For example, consent to vaginal sex does not imply consent to oral sex; consent of vaginal sex does not imply consent to anal sex.
vii. Past consent does not constitute consent for future sexual activity.
viii. Persons who are unable to give valid consent under New Jersey law (i.e., minors, individuals with mental health disabilities) are considered unable to give consent under this policy. See N.J.S.A. 2C: 4-2.
ix. Consent cannot be given by a person who is unconscious or sleeping. If consent has been given while a person is conscious or awake, and then that person becomes unconscious or falls asleep, consent terminates at that point.
x. Persons who are incapacitated due to the use of drugs marijuana, hashish, cannabis items, or alcohol cannot give consent.

2. Consent to bodily harm constitutes a violation of this policy because it causes or threatens bodily harm. Consent to such conduct or to the infliction of such harm is a defense if: (1) the bodily harm, consented to or threatened by the conduct is not serious, or (2) the conduct and the harm are reasonably foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law.

3. Incapacitation
    a. Incapacitation is the physical and/or mental inability to make informed, rational judgements and decisions. States of incapacitation include, sleep, unconsciousness, and blackouts. Where alcohol, marijuana, hashish, cannabis items, or drugs are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgements.
    b. In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the College considers two questions: (1) Did the person initiating sexual activity know that their partner was incapacitated? And if not, (2) Should a sober, reasonable person in the same situation have known that their partner was incapacitated?
    c. If the answer to either of these questions is 'yes', effective consent was absent.
    d. For purposes of this policy, incapacitation is a state beyond drunkenness or intoxication. A person is not incapacitated merely because they have been drinking or using drugs. The standard for incapacitation does not rely on technical or medical definitions, but instead focuses on whether a person has the physical and/or mental ability to make informed, rational judgements and decisions.
    e. A person who initiates sexual activity must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence. A person who is incapacitated may not be able to understand

some or all of the following questions, "Do you know where you are? Do you know how you got here? Do you know what is happening? Do you know whom you are with?"

f. Because the impact of alcohol, marijuana, hashish, cannabis items, and other drugs varies from person to person, one should be cautious before engaging in sexual contact or intercourse when either party has been drinking alcohol or using marijuana, hashish, cannabis items, or other drugs. The introduction of alcohol, marijuana, hashish, cannabis items, or other drugs may create ambiguity for either party as to whether effective consent has been sought or given. If one has doubt about either party's level of intoxication, the safe thing to do is to forego all sexual activity.

IX. Reporting Options

Students and employees who experience sexual misconduct ("DVSAS") and those who have knowledge of sexual misconduct ("DVSAS") or harassment are encouraged to report this information as soon as possible. Please refer to charts on pages 12 to 14. Prompt reporting of incidents greatly improves the ability of the College and law enforcement to provide support resources and to address the violations effectively. Although there is no time limit for reporting sexual harassment or misconduct offenses, delays in reporting may reduce the ability of the College and law enforcement to investigate and respond to incidents. After an incident of sexual misconduct ("DVSAS"), the individual should consider seeking medical attention as soon as possible. In New Jersey, evidence may be collected, stored and not tested until you authorize testing, even if you choose not to make a report to law enforcement.

IMPORTANT NOTE: Employees of the College, including part-time and volunteers are considered "Responsible Employees" and have a duty to report to the Title IX Officer any and all incidents of:

- Harassment and Discrimination – Policy 7011
  - Harassment, including sexual harassment
  - Discrimination based on any protected class
- Sexual Misconduct and the Rights of Victims – Policy 7013
  - Dating violence
  - Domestic Violence
  - Sexual Assault
  - Stalking
  - Sexual misconduct that is not classified as a crime

The United States Department of Education (DOE) Office of Civil Rights (OCR) determines a school to have notice of the federal violation when a Responsible Employee knows or reasonably should know of violations or potential violations of the above policies.

File a Complaint

A. Report to the Title IX Officer any and all complaints of sexual misconduct ("DVSAS"), harassment, or discrimination regardless of whether a student or employee or third party files a formal complaint:
    - On the Gloucester County Campus, Almarie Jones, Vice President, Chief Compliance Officer, and Senior Title IX Officer 1400 Tanyard Road, Sewell, NJ 08080; (856) 415-2154, ajones@rcsj.edu.
    - On the Cumberland County Campus, Nathaniel Alridge, Jr., JD, Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs, 3322 College Drive, Vineland, NJ 08360; (856) 498-9948, nalridge@rcsj.edu.
    - Responsibilities are monitoring and oversight of overall implementation of Title IX compliance at the College. The Title IX Officer, should be contacted for <u>all</u> complaints against faculty, staff, and visitors including those complaints filed by students.
    - Rowan Choice students can file a complaint on the Gloucester, Cumberland, or Rowan University campus. To report complaints of sexual misconduct ("DVSAS") on the Rowan University campus, Rowan Choice students are to contact Interim Title IX Coordinator, 201 Mullica Hill Road, NJ 08028; (856) 256-5440.
    - A student or employee may choose to report to the College before they have made a decision about whether or not to report to law enforcement. An individual has the right to file a criminal complaint and a Title IX complaint simultaneously.

B. Confidential Resources

When speaking with these resources, an individual's right to confidentiality is legally protected. However, there are limits to this protection in specific situations. For example, if a student discloses that the incident involved the use of a weapon or other contraband as defined by New Jersey law, or there is an ongoing threat of danger to the safety of another person, these resources may be required to report the incident to police.

Students who would like to speak with a confidential resource should know the College is committed to supporting students of all gender identities, gender expressions, and sexual orientation.

PLEASE NOTE: The Center for Counseling and Wellness Services and People In Transition provide counseling services and, therefore, are not required to report to the Title IX Officer any "Clery" statistical information which was reported to them, unless there is a serious or continuing threat to the campus community that would require an alert (i.e., timely warning). However, those responsibilities can usually be met without disclosing personally identifying information.

a. Cumberland Campus
- Ruby Aparicio-Pagan, MSW, Mental Health Director, (856) 200-4759, aparici@rcsj.edu
- The Student Counseling and Wellness Center offers mental health counseling to assist students with a variety of life's stressors. These confidential and professional services are free to all students. The Student Counseling and Wellness Center is located on the first floor of the Academic Building, and is open during regular business hours, Monday-Friday, 8:30 a.m. – 4:30 p.m. Students can stop by, call, or email to make an appointment. Students can also call the Wellness Warm Line at (856) 691-8600 x1258.
- Services Empowering Rights of Victims (SERV), provides a 24/7 toll-free hotline at 1-800-225-0196 crisis intervention, counseling, advocacy and support at hospitals, police stations, and courts for survivors of sexual and domestic violence. SERV provides safe housing for female victims of domestic violence and their children. SERV provides a website: *www.centerffs.org*

b. Gloucester Campus
- Center for Wellness & Support (CWS), (856) 494-5688, College Center building, Room 210A. Professional counselors will provide confidential counseling and assistance. They are available during regular business hours, Monday-Friday, 9 a.m.- 4 p.m., or a Complainant can call for an appointment.
- Amy Charlesworth, Director, Center for People in Transition, (856) 415-2256, located in Room 809 in the Workforce Development Building, 1492 Tanyard Road, Sewell, NJ 08080, Monday-Friday, 8:30 a.m. to 4:30 p.m. Confidential assistance is provided to displaced homemakers whose major source of income and financial support is lost through spousal separation, divorce, death, or disability and who are emotionally and/or vocationally unprepared to enter the job market. The Center works directly with SERV for victims of domestic and sexual abuse and can provide expedient referrals, if deemed necessary.
- Services Empowering Rights of Victims (SERV), provides a 24/7 toll-free hotline at 1-866-295-SERV (7378), crisis intervention, counseling, advocacy and support at hospitals, police stations, and courts for survivors of sexual and domestic violence. SERV provides safe housing for female victims of domestic violence and their children. SERV provides a website: *www.centerffs.org*

C. Reporting to Law Enforcement
A student or employee who is a victim of sexual misconduct ("DVSAS") or any other crime has three options regarding the involvement of law enforcement and campus authorities:
1. Notify security or law enforcement as listed below;

2. Be assisted by campus authorities in notifying law enforcement, if the victim so choses or is unable to do so; and/or
3. Decline to notify such authorities.

For criminal offenses that occur on the College while in session, students and employees should immediately contact the Office of Safety & Security, (856) 681-6287, Monday-Friday, 7 a.m. to 11 p.m. and Saturday, 7 a.m.to 5 p.m. For any emergency after these hours, contact the Deptford Police or 911. The Office of Safety and Security can assist students in contacting and filing a complaint with any other agency when the incident did not occur on campus.

1. Cumberland Campus
    - Cumberland County Sheriff's Office (856) 451-0033
    - Vineland Police Department (856) 691-4111
    - Millville Police Department (856) 825-7010
    - Cumberland County Emergency Services 9-1-1

2. Gloucester Campus
    - Gloucester County Sheriff's Satellite Office located on campus in the Security building, telephone (856) 681-2200.
    - Deptford Police Department, 1011 Cooper Street, Woodbury, NJ 08096; telephone: (856) 845-2220; website: http://deptford-nj.org
    - Gloucester County Sheriff's Department, 2 South Broad Street, Woodbury, NJ 08096; telephone: (856) 384-4600; website: http://www.gloucestercountynj.gov/depts/s/sheriff/default.asp

D. Other Reporting Options:
Students and employees may file a complaint with the:
Office of Civil Rights,
New York Office
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
phone: (646) 428-3800
fax: (646) 428-3843
email: OCR.NewYork@ed.gov.

Reporting Allegations of Sexual Misconduct Resource Referrals
Cumberland Campus *(05/2026)*

There are multiple safe places for students to report allegations of sexual misconduct (DVSAS"), both on and off campus.

Reports of sexual misconduct ("DVSAS") can be made to any of the following offices listed below.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Law Enforcement	Vineland Police Dept.	856-691-4111
	Millville Police Department	856-825-7010
	Cumberland Co. Sheriff's Office	856-451-4449
	Cumberland County Emergency Services	9-1-1
	Cumberland Campus Security 856-200-4706 (Direct)	Andres Lopez, Director Safety and Security 856-200-4706
Non-Confidential On-Campus Reporting Support Services	Almarie J. Jones Vice President, Chief Compliance Officer and Senior Title IX Officer	856-415-2154 Gloucester Campus College Center, Room116 *ajones@rcsj.edu*
	Nathaniel Alridge, Jr., JD, Executive Director, Threat Assessment Management, Title IX, Compliance, and Judicial Affairs	856-498-9948 Catherine J. Arpino Education and Humanities Center, *nalridge@rcsj.edu*
	Kellie W. Slade, Ed.D. Executive Director Student Services	856-200-4615 Student & Enrollment Services Center *kslade@rcsj.edu*
	Meredith Vicente Senior Director, Student Accessibility and Support Services	856-200-4688 Department of Special Services *mvicent1@rcsj.edu*
	Ramon Casanova Executive Director, ACT	856-200-4783 Student Services *rcasanov@rcsj.edu*
	All students are encouraged to report alleged crimes on campus. Employees must report crimes that pose an immediate threat to the campus Security Office, the local Police Department or the Sheriff's Office.	
Confidential On-Campus Counseling and Support Services	Center for Wellness & Support	University Center 856-200-4759
Confidential Off-Campus Full-Service Support	Center for Family Services – Services Empowering Rights of Victims (SERV)	24/7 Hotlines Cumberland Co. – 1-800-225-0196 *www.centerffs.org/serv*
Hospital Sexual Assault Nurse Examiner on Site	Inspira Medical Center Vineland	1505 W. Sherman Ave., Vineland, NJ 856-641-8000

Reporting Allegations of Sexual Misconduct and Resource Referrals
Gloucester Campus *(05/2026)*

There are multiple safe places for students to report allegations of sexual misconduct (DVSAS"), both on and off campus. Reports of sexual misconduct ("DVSAS") can be made to any of the following offices listed below.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Local Law Enforcement	Gloucester County Sheriff's Office	856-681-2200
	Deptford Township Police Dept.	856-845-2220
	Gloucester Co. Prosecutor's Office	856-384-5500
	Sexual Assault Response Team	856-384-5555
Non-Confidential Reporting 9-1-1 and **Campus Security**	**9-1-1** Gloucester County Emergency Management Dispatch	**9-1-1 or push RED button on** Campus **Blue Light** Emergency Phones
	Campus Security **Blue Light** Emergency Phones or ext. 4444 from any campus desk phone	856-681-6287
Non-Confidential On-Campus Reporting Support Services	Almarie J. Jones Vice President, Chief Compliance Officer and Senior Title IX Officer	856-415-2154 College Center, Room 116 *ajones@rcsj.edu*
	Center for Wellness & Support Laura Easter Lead Case Manager	856-415-2148 College Center, Room 210B *leaster@rcsj.edu*
	Ramon Casanova Executive Director, ACT	856-200-4783 Education and Humanities Center *rcasanov@rcsj.edu*
	Cindy Fornes, LCSW Sr. Exec. Dir., Neurodiversity & Clinical Support	856-464-5223 College Center, Room 119 *cfornes@rcsj.edu*
Non-Confidential Reporting	All students are encouraged to report alleged crimes on campus. Crimes that pose a threat to the campus community must be reported to 9-1-1, Security, the Sheriff's Office or the Deptford Township Police Department. All employees, including Security staff, must report incidents of discrimination, harassment, or sexual misconduct ("DVSAS") to the Title IX Officer.	
Confidential On-Campus Counseling and Support Services	Amy Charlesworth Director, The Center for People in Transition (PIT)	856-415-2256 Career & Technical Education Center, Rm 809 1492 Tanyard Road
	Center for Wellness & Support	856-494-5688 College Center, Room 210A
Confidential Off-Campus Full Service Support	Center for Family Services/ Services Empowering Rights of Victims (SERV)	1-866-295-7378 Camden and Gloucester counties *www.centerffs.org/serv*
Hospitals with Sexual Assault Nurse Examiners	Inspira Medical Center	700 Mullica Hill Road, Mullica Hill, NJ 08062 856-508-1000
	Jefferson Washington Township Hospital	435 Hurffville-Crosskeys Rd., Turnersville, NJ 856-582-2500

X. Preserving Evidence, Protection Orders, No Contact Orders, and Reasonable Accommodations

A. Preserving Evidence

1. It is recommended that the victim preserve evidence as proof of criminal activity. After an incident of sexual misconduct ("DVSAS"), it is recommended to seek medical attention as soon as possible at the nearest medical facility including Jefferson Hospital, Washington Township, or Inspira Hospital, Woodbury. In New Jersey, evidence may be collected even if you choose not to make a report to law enforcement. Each county will have a policy and procedure allowing the evidence to be preserved for at least 90 days and up to five (5) years, affording the Complainant the opportunity to determine if evidence will be turned over to the police. The Complainant will be informed of the county procedure for evidence storage and correct steps if they want to proceed with prosecution.
2. It is important that the victim of sexual misconduct ("DVSAS") not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved and may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.
3. In circumstances of sexual misconduct ("DVSAS"), if Complainants do not opt for forensic evidence collection, healthcare providers can still treat injuries and take steps to address concerns of pregnancy, and/or sexually transmitted disease. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible criminal prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If the Complainant chooses not to make a complaint regarding an incident, he or she, nevertheless, should consider speaking with law enforcement to preserve evidence in the event that the Complainant changes her/his mind at a later date.
4. Victims of sexual misconduct ("DVSAS"), are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Complainants are encouraged to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
5. Although the College encourages all members of its community to report violations of this policy to law enforcement, it is the Complainant's choice whether or not to make such a report and Complainants have the right to decline to notify the police.
6. A Sexual Assault Nurse Examiner (S.A.N.E.) can be requested by a Complainant at the hospital or by calling SERV.

B. Protection Orders (Restraining Orders)
   1. Under the Domestic Violence Act, a restraining order may be obtained by a victim of domestic violence committed by a spouse, former spouse, a present or former household member, someone with whom they have had or are expecting a child, or someone with whom they have had a dating relationship. Only an adult or an emancipated minor may obtain a restraining order.
   2. A Complainant who wants to obtain a restraining order should contact the family division of the Superior Court in their county on Monday through Friday from 8:30 a.m. to 3:30 p.m. On weekends, holidays, and weekdays after 3:30 p.m., when the Superior Court is closed, the Complainant may file a complaint at their local police department.
   3. Additionally, New Jersey residents may call the Statewide Domestic Violence Hotline at 1-800-572-SAFE (1-800-572-7233) with questions about the restraining order process and other resources for domestic violence victims.
   4. On campus, if a Complainant wants to obtain a protection order the Complainant may speak to a Security Supervisor. He or she will direct you to the Sheriff's Officer or the Deptford Police Department.
   5. A Complainant will be assisted by Campus Security Authorities in notifying law enforcement authorities, if the Complainant chooses. A Complainant may also decline to notify and/or seek assistance from campus authorities and law enforcement.
   6. Neither of the College's security departments (Cumberland or Gloucester) possess police powers, therefore, restraining orders cannot be enforced by security personnel, however, they would assist to call local law enforcement personnel.

C. No Contact Orders
   Once the College is in possession of information that has or may threaten to interfere with an individual's access to education or related services, and/or the safety and well-being of others, and/or the continuity of peaceful College operations, a No Contact and Avoid Order will be issued to help ensure an environment in which individuals can focus and pursue their education and/or work.
   - Gloucester Campus Contact:
     - Office of Student Affairs 856-681-6271
     - Office of Safety and Security 856-681-6287
   - Cumberland Campus Contact:
     - Office of College and Governmental Compliance, 856-691-8000, ext. 1414
     - Office of Security 856-691-8600, ext. 1777
   - Rowan University Campus Contact:
     - Office of Public Safety 856-256-4922

Note: No contact orders are perpetual and continuous until rescinded by the College. Violations may result in disciplinary action including temporary or permanent separation from the institution.

D. Reasonable Accommodation

Employees and/or students who report or are the victim of sexual misconduct ("DVSAS") will be afforded reasonable accommodations, if requested, to avoid hostile environments or working conditions, regardless of whether the Complainant chooses to report the crime to campus security or local law enforcement.

The College will maintain as confidential any accommodation or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

Students can contact the Office of Student and Veteran Affairs (Gloucester Campus), Office of Student Services and Student Life (Cumberland Campus), Office of Special Services, or the Title IX Officer and employees can contact Human Resources (refer to pages 12 and 13 for telephone numbers) to navigate through the appropriate departments for assistance with:

- Counseling
- Mental health
- Victim Advocacy
- Legal Assistance
- Campus safety escort and protective measures
- Transportation
- Change of class schedule (students)
- Change of work location or assignment (employees)
- Leave as provided or allowed under law or policy
- Adjustment in hours worked

All employees and students, including Rowan Choice students, who report such incidents of sexual misconduct ("DVSAS") will be provided with a prepared, standardized, and written set of materials regarding counseling, health, victim advocacy, legal assistance, mental health, visa and immigration assistance, student financial aid, and other services available both on campus and in the community. This information will include a victim's right to obtain a restraining order, a no contact order, available reporting options, as well as, information regarding the preservation of evidence. Contact information is provided for each of the services listed. If a Rowan Choice student initiates a report at Rowan University, they will provide the student with this information, refer the student to RCSJ, and the information will be provided again.

XI. Confidentiality

When the College is made aware of a report or allegation of sexual misconduct ("DVSAS") or harassment, the College will endeavor to maintain the confidentiality of the matter and of all individuals involved to the extent permitted by law. The College will balance the needs of the individuals involved with its obligation to fully investigate allegations and to protect the safety and well-being of the community at large. In all cases, the College and its employees will respect the dignity and rights of all individuals involved.

Campus Security Authorities (CSA's)

When consulting campus resources, students and employees should be aware that certain campus authorities are mandated to report and take action after receiving information regarding sexual misconduct ("DVSAS") and harassment. These include, but not limited to, managers and supervisors, coaches, club and organization advisors, faculty and deans. If a student or employee has reported information to a campus security authority, but the student or employee would like the report to remain confidential, the individual should contact the Title IX Officer, who will evaluate the request for confidentiality. A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation, if the victim does not want to pursue this action. The Complainant's identity is not required to be revealed.

XII. Federal Crime Statistics Reporting

Certain campus officials have a duty to report sexual misconduct ("DVSAS") for federal statistical reporting purposes. All personally identifiable information, as previously described, is kept confidential, but statistical information must be passed along to campus security regarding the type of incident and its general location (on or off-campus, in the surrounding area, etc. – with addresses withheld) for publication in the campus Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Mandated federal reporters include: campus security, local police, coaches, athletic directors, student activities staff, human resources staff, advisors to student organizations, and any other staff members with significant responsibility for student and campus activities. Exemption: Professional Counselors who are not required to report crimes of sexual misconduct ("DVSAS") reported to them are required to report a potential ongoing threat to the community if the alleged perpetrator of the crime is a known repeat offender. Every effort will be made to keep the name of the victim private, but privacy is not guaranteed in these circumstances.

XIII. Federal Timely Warnings

Students and employees who report sexual misconduct ("DVSAS") and other crimes should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the community to aid in the prevention of similar occurrences. The College will withhold the names and other personally identifiable information of students or employees as confidential, while still providing enough information for community members to make decisions related to their safety in light of the danger. The individuals required to report for timely warning purposes are exactly the same as detailed at the end of the previous paragraph.

XIV. Training for Students, Employees, and Title IX and Resolution Coordinators

Students

Mandatory training is required of **all students** by means of the completion of interactive videos relating to sexual misconduct ("DVSAS") and consent. The program is 60 minutes with pre and post exams covering the importance of values, aspects of (un)healthy relationships, gender socialization, sexual assault, consent, bystander intervention, and on-going activism.

A second on-line educational program offered for all students is Alcohol Edu to meet the requirements of the Drug Free Schools and Communities Act (DFSCA). The course covers: alcohol and motivation; blood alcohol concentration; key strategies for drinkers; key strategies for non-drinkers; bystander intervention skills; alcohol and the law; and drinking and stress.

Employees

Mandatory Harassment and Discrimination Prevention training, approximately 60 minutes long including knowledge checks, must be completed by **all employees** in a timely manner as a requisite of employment.

Data is provided to HR and the divisions by the Title IX Office regarding an individual's completion of the program allows staff to ensure compliance with the mandate.
Additional programs are offered throughout the year on both campuses and are advertised on the portal, bulletin boards, and flyers.

Title IX and Resolution Coordinators

Annually, all Title IX and Resolution Coordinators complete "VAWA Adjudicator Training" online. This training program is specifically designed for institutional officials involved in the resolution and discipline processes for sexual misconduct ("DVSAS") as previously defined. The College, at its sole discretion, however, may utilize an experience lawyer to serves as a hearing officer in cases of sexual misconduct ("DVSAS"), as explained previously.

Regardless of whether the resolution process is voluntary or formal, the Title IX Officer or designee will initiate an impartial, fair, and prompt investigation to the final result.

XV. Resolution Procedures

1. Voluntary Resolution Procedures
    a. Upon request by the parties, some complaints of sexual misconduct ("DVSAS") can be resolved through voluntary processes that are facilitated by the Title IX Officer. The Title IX Officer or other designated administrator will determine whether a voluntary solution is appropriate depending upon the complaint allegations. Voluntary procedures are never applied in cases involving violence or sexual assault within "DVSAS".

b. If appropriate, the Title IX Officer or designee may arrange for/or facilitate mediation between the involved parties or coordinate other voluntary resolution. Voluntary resolution procedures will be initiated within ten (10) calendar days of the receipt of the Complainant's request for voluntary resolution. The voluntary resolution procedure will be completed within sixty (60) days. All timeframes set forth in the policy may be extended by the Title IX Officer or designee for good cause, with written notice to the Complainant and the Respondent of the delay and the reason for the delay.
c. Voluntary resolution procedures are optional and may be terminated at any time by the parties. A voluntary resolution agreement, which outlines the terms agreed upon by the parties, will be provided to both parties simultaneously by the Title IX Officer or appropriate administrator. If either party is unsatisfied with the outcome of the voluntary resolution procedures, the formal resolution procedures may be pursued. If either party alleges that the terms of the voluntary resolution agreement have been breached, the formal resolution procedures will be initiated.

2. Formal Resolution Procedures
The formal resolution procedure will be initiated upon request by either party or when the College determines it is necessary.

a. Written Notice: Once a formal resolution procedure has been initiated, all parties will receive written notice.
    i. This notice will include the following: a brief summary of the allegations; the relevant policy provisions defining the elements of the charges (prohibited conduct) at issue, and information related to available resources and services.
    ii. Once the Respondent has received written notice of the formal procedure, the Complainant and the Respondent will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint.
    iii. Details of the allegations will be given to the Respondent during the first investigatory interview.
b. Investigation: Once a report of sexual misconduct ("DVSAS") has been made, an investigation into the report will be initiated by the Title IX Officer or designee.
    i. The investigation may be conducted by the Title IX Officer alone or by designees of the Title IX Officer. The investigation may also be conducted by an outside investigator retained by the College.
    ii. The Title IX Officer or designee will determine the manner in which the investigation is conducted.
    iii. The investigation may include any of the following: interviews of the parties involved, including witnesses; review of written statements; and the gathering of other relevant information.

iv. Both parties will have the opportunity to present witnesses and other evidence.

c. Investigation Report: The investigator will review all of the information gathered during the investigation and will prepare an initial investigation report which contains a summary of the information gathered during the investigation and preliminary findings of fact.
   i. This initial report will be shared with the parties simultaneously. After the parties have been provided the initial report, the parties will have the opportunity to provide additional or rebuttal information within seven (7) calendar days to the investigators.
   ii. The investigator will review additional or rebuttal information provided, if any, and will generate a final investigative report.
   iii. The final investigation report will include a comprehensive description of the evidence gathered during the investigation, the investigators' findings of fact, and credibility assessments of any relevant witness or parties.
   iv. While the investigator will make initial findings of facts and credibility determinations, the investigator will not adjudicate the matter and will not reach a determination as to whether a violation of this policy occurred.
   v. The parties will be provided with the final investigation report simultaneously and will be advised that the parties may be subject to a hearing.

d. Advisors: The Complainant and Respondent have the right to an advisor of their choice during this process. An advisor may be a family member, an attorney, or any third party. Advisors are present to support the parties and to provide advice on procedural matters; advisors may not speak on behalf of the party.
   i. The Title IX Officer or designee will exercise control over the investigatory process. Anyone who disrupts an investigatory interview or who fails to adhere to College policies may be asked to leave an investigatory interview.
   ii. Regardless of whether a party has an advisor, the Title IX Officer or designee will correspond and communicate directly with the Complainant and Respondent.

3. The Adjudicatory Hearing
   a. For complaints on the Cumberland and Gloucester campus brought against students, the hearing officer(s) will be the Executive Director of the Office of Student Services ("Executive Director") and/or the Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs unless the College, at its sole discretion, utilizes outside counsel.
   b. Complaints brought against employees, the hearing officer will be the Associate Vice President of Human Resources ("HR AVP") unless the College, at its sole discretion, utilizes outside counsel.
   c. Timeframe: The College will attempt to schedule a hearing within 20 business days after receipt of the final investigative report.

i. The Respondent and the Complainant will receive timely notice, in writing, of the date and time of the hearing.

d. Witnesses: The Respondent and the Complainant will have the opportunity to make a request to the hearing officer for witnesses to participate in the hearing on their behalf. The parties will have an opportunity to present witnesses and other evidence.
   i. The Respondent and the Complainant must notify the hearing officer of any advisors and witnesses attending the hearing two (2) business days prior to the hearing.
   ii. If the Respondent, the Complainant, or any witness fails to appear at the hearing, the matter will be resolved in their absence.
   iii. Witnesses may be present at the hearing only at the time they are called to participate. A hearing will not be cancelled or postponed if a scheduled witness does not attend.
e. Advisor: Each party may have one advisor with them during the hearing. The advisor does not have speaking privileges during the hearing, but the parties may communicate with their advisors during the hearing, if they choose.
   i. A hearing will not be cancelled or postponed in the event an advisor does not attend.
   ii. If the advisor is not able to attend, the Respondent or the Complainant should arrange for a substitute advisor.
f. The hearing officer will exercise control over the manner in which the hearing is conducted to avoid unnecessarily lengthy hearings and to prevent the harassment or intimidation of witnesses.
   i. This includes, but not limited to, imposing reasonable limits on the number of factual witnesses that may participate.
   ii. Questions by the parties should be directed to the hearing officer. The hearing officer has the authority to limit, restrict, or redirect the parties' questions to prevent harassment, intimidation, or irrelevance.
   iii. Anyone who disrupts a hearing or who fails to adhere to hearing procedures may be excluded from the proceeding.
g. Hearing officers will be assisted by a confidential administrative assistant.
h. All hearings will be closed to the public.
i. Alternative Testimony: For all participating parties, alternative testimony options will be provided. Options include, placing a privacy screen in the hearing room, providing testimony from another room via conference phone, or other options that provide a safe space for participation while not depriving any party of their rights in the process. While alternative testimony options are intended to help make participating parties more comfortable, they are not intended to work to the disadvantage of the other participating party.
j. All hearings will be audio recorded. A digital file will be made available to the Complainant and/or Respondent student in the event a request for an appeal is filed.
k. Evidence Presented at the Hearing
   i. Written affidavits of witnesses not in attendance may be considered by the hearing officer.

ii. Only the information and evidence related to the alleged violations set forth in the formal complaint will be considered.
iii. The Title IX Officer or designated investigator may be called as witness.

l. Past Sexual History/Character: The past sexual history or sexual character of a student or employee will not be admissible by the other party in investigatory interviews or hearings unless such information is determined to be highly relevant by the Title IX Officer or hearing officer.
m. Hearing Procedure: At the start of the hearing, the hearing officer will ask if the Respondent has received the original notice letter and understands the nature of the charges.
n. The hearing officer will present the notice letter along with the information obtained through the investigation. The remainder of the hearing will customarily proceed in the following order:
    1. Opening statement from the Complainant.
    2. Opening statement from the Respondent.
    3. Complainant and Respondent questioning of witnesses and parties (each witness will be questioned separately).
    4. Hearing officer questioning of witnesses (each witness will be questioned separately then excused).
    5. Hearing officer questioning of the Complainant and the Respondent.
    6. Respondent's responding statement.
    7. Complainant's responding statement.
    8. Final questions from the hearing officer.
    9. Respondent's closing statement.
    10. Complainant's closing statement.
o. Deliberation: The hearing officer will review the information and make an appropriate independent determination based on the information presented during the hearing.
    i. The hearing officer will render a decision as expeditiously as possible.
    ii. The hearing officer will determine whether or not the Respondent violated policy.
    iii. If a determination of "In violation" is rendered, the hearing officer will determine an appropriate sanction(s) consistent with those specified in the College's administrative procedures *8007 Student Code of Conduct* or *7009 Employee Conduct and Work Rules*.
p. Notification: The hearing officer will notify the Respondent and the Complainant simultaneously, in writing, of the decision. The hearing officer will notify the Respondent and the Complainant simultaneously, in writing, of any change to the results prior to final imposition and the date of final imposition.

XVI. Appeal Procedures

1. Upon receiving notification of the outcome of a hearing conducted by the hearing officer, the Respondent or the Complainant may file an appeal under the following circumstances.
   a. A procedural or substantive error occurred in the process that significantly impacted the outcome of the hearing (e.g., material deviation from College policy; substantial bias; the findings and decision are contrary to the great weight of the evidence);
   b. New and significant information has become available which could not have been discovered by a properly diligent person before or during the hearing; or
   c. The sanction is inappropriate in light of the violation.
2. **Students:**
   a. For the Cumberland and Gloucester campus, a written appeal within five (5) business days is made to the Executive Director of the Office of Student Services ("Executive Director") or the Executive Director, Threat Assessment Management, Title IX, Compliance, and Judicial Affairs who will prepare the case file for forwarding to the Chief Academic Officer ("CAO"). Sanctions remain in place during the appeal.
   b. The CAO reviews the appeal file and notifies the student of the results of the appeal within fifteen (15) business days of receipt of the appeal.
   c. The final appeal to the President may be requested in writing within five (5) business days of receipt of the CAO's decision.
      1) The written appeal and case information must be submitted to the Executive Director where it will be recorded and forwarded to the President for review.
      2) The President's decision is final.
3. **Employees:**
   a. A written request for appeal of the HR Director's decision may be made to the President in accordance with administrative procedure, *7203 Grievances*.
   b. A final appeal may be considered by the Board of Trustees in accordance with administrative procedure, *7203 Grievances*.

XVII. Sanctions for Violations

1. Following an investigation, College employees found in violation of this policy are subject to prosecution and disciplinary action under applicable policies, procedures and/or collective bargaining provisions. Sanctions that the College may impose on an employee following a final determination of responsibility include, counseling, written warning, suspension and final warning, and/or termination of employment.
2. Students found in violation of this policy are subject to prosecution and are also subject to disciplinary action under the College's policy, *8007 Student Code of Conduct*. Sanctions that the College may impose on a student

following a final determination of responsibility include, warning the student, loss of privileges, restitution, disciplinary probation, suspension, or expulsion.

XVIII. Special Provisions

1. Notification of Outcomes
    a. The outcome of a campus disciplinary hearing is part of the education record of the Respondent student and is protected from release under FERPA. However, the College observes the exceptions as follows: Complainants of incidents charged under policy *7013 Sexual Misconduct and the Rights of Victims* have a right to be informed simultaneously of the outcome and sanctions of the hearing in writing. Complainants are also permitted to submit an appeal.
    b. The College will, upon written request, disclose to the alleged victim of a crime of violence (as the term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such a crime or offense. If the victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for purposes of this policy.

2. College as Complainant
    a. As necessary, the College reserves the right to initiate a complaint, to serve as Complainant, and to initiate institutional disciplinary proceedings without a formal complaint by the student of sexual misconduct ("DVSAS") or harassment.
3. Timeline
    a. All timeframes set forth herein may be extended by the Title IX Officer or other administrator for good cause, with written notice to the Complainant and the Respondent of the delay and the reason for the delay.

Area: Human Resources
Approved: 07/01/19, 06/09/20, 09/09/20, 09/14/21, 9/22/22, 2/14/23, 3/21/23, 08/18/23, 09/19/23, 10/17/23, 01/16/24, 09/16/25, 02/17/26
Revised: 05/28/26

President's Authorization: 

References:

Rowan College of South Jersey Board of Trustees Policy Manual *7011 Harassment and Discrimination, 7013 Sexual Misconduct and the Rights of Victims, 7015 Alcohol, Marijuana, Hashish, Cannabis Items, and Other Drugs,* and *8007 Student Code of Conduct*

Rowan College of South Jersey Administrative Procedure *7009 Employee Conduct and Work Rules, 7015 Alcohol, Marijuana, Hashish, Cannabis Items, and Other Drugs, 7203 Grievances, 8007 Student Code of Conduct,* and *8007.1 Interim Safety Suspension*

Rowan College
of South Jersey

Administrative Procedure: 7011
HARRASSMENT AND DISCRIMINATION

All forms of employment and educational harassment and discrimination based on protected categories (see policy *7011 Harassment and Discrimination*) are prohibited. Sexual harassment is a form of unlawful gender discrimination and sexual assault, dating violence, domestic violence, and stalking constitute a violation of federal law.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made a condition of employment or participating fully in the educational experience;
2. Submission or rejection of such conduct is used as a basis for employment or educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with the work performance of an employee or the educational performance of a student, or creating or maintaining an intimidating, hostile, or offensive environment.

Sexual harassment may include a wide range of obvious and/or subtle comments and conduct. Depending on the circumstances, it may include, but not limited to, repeated offensive or unwelcome sexual advances; subtle or overt pressure for sexual favors; sexual jokes; verbal comments or innuendo of a sexual nature; propositions or advances; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching, or other physical touching; suggestive, insulting, or obscene comments or gestures; and/or display of sexually suggestive objects or pictures. Sexual harassment may include harassment between individuals of the same gender.

Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Sexual misconduct (including domestic violence, dating violence, sexual assault, and stalking) destroys mutual respect and a trusting environment and can bring substantial personal harm to individuals and violates individual rights. Such behaviors will not be tolerated at the College and are against Board policy and constitute a violation of state and federal law. (See policy *7013 Sexual Misconduct and the Rights of Victims.*)

Consensual Relationships

Whenever an employee uses a position of authority to induce another person to enter into a non-consensual relationship, the harm both to that person and to the institution is clear and a violation of law. Even where the relationship is consensual, there is significant potential for harm when there is an institutional power difference between the parties involved, as is the case for example between supervisor and employee, faculty and student, coach and athlete, or academic advisor and advisee. Such relationships may cast doubt on the objectivity of any supervision and/or evaluation provided.

Therefore, consensual romantic and sexual relationships are discouraged. These relationships may be subject to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students or employees. Such relationships can undermine the atmosphere of trust essential to the employment relationship and the educational process. A person involved in a consensual relationship should not have a direct responsibility for evaluating employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related Illnesses and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work or educational performance; and/or
3. Otherwise adversely affects an individual's employment or educational experience.

Harassing conduct includes, but not limited to: epithets, slurs, or negative stereotyping, threatening, bullying, intimidating, stalking or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated on the College campus or workplace, including email or the College's computer system.

Bullying and Cyber Harassment

The College is committed to providing a campus free from threats, bullying, intimidation, stalking, and other harassing behaviors. These behaviors may include, but not limited to the following:

1. Repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, online posts, blogging, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts;
2. Verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear of his/her safety through words or actions directed at that person, or substantially interferes with the working, educational, or personal environment of the individual; and/or
3. Threatening or persistent offensive communication through the Internet, via email chat rooms or other electronic devices.

Complaint Resolution Procedure: Investigation and Non-Retaliation

The College encourages employees and individuals to utilize the following complaint resolution procedure:

- Any individual or applicant for employment who has reason to believe that he or she is the victim of discrimination or harassment in any of its many forms, or any individual who has witnessed such conduct, should report such a complaint to the Vice President, Chief Compliance Officer and Senior Title IX Officer, located in the College Center, telephone number (856) 415-2154 (Gloucester Campus), or to the Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs located in the Catherine J. Arpino Education and Humanities Center, telephone number (856) 498-9948 (Cumberland Campus).

- All information regarding harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances.

- All reports of harassment in violation of this policy will be investigated promptly and thoroughly. An investigation will include meeting with the alleged perpetrator as well as all relevant persons, including the complainant, and other potential witnesses, as appropriate under the circumstances. The results of the investigation will be communicated in writing to the complainant and the alleged perpetrator simultaneously.

- Supervisory personnel must be alert to evidence of possible ongoing harassing conduct and report such incidents to the, Vice President, Chief Compliance Officer and Senior Title IX Officer, located in the College Center, telephone number (856) 415-2154 (Gloucester Campus), or to the Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs located in the Catherine J. Arpino Education and Humanities Center, telephone number (856) 498-9948 (Cumberland Campus). An individual need not personally have been the target of an instance of offensive or harassing conduct in order to report a complaint based on that conduct.

- Any individual who is found after appropriate investigation to have engaged in conduct prohibited by this policy will be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program. No individual will be subject to retaliation, intimidation, or discipline as a result of making a good faith complaint of harassment or providing information in connection with another's complaint. The College considers retaliation to be a violation of this policy and urges all individuals to report any incidents of retaliation immediately, in the same manner as any act of harassment. The College will investigate and resolve reports of retaliation in the same manner as any act of harassment (See policy *7017 Conscientious Employee Protection*).

- If, after investigation of a complaint of harassment, it is determined that either the complainant, or any other person providing information during the investigation, intentionally and knowingly provided false information regarding the complaint, such individual will also be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program (See policy *7009 Employee Conduct and Work Rules*).

- If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with the policy.

- After the close of the investigation and after any remedial actions have been taken, the Vice President, Chief Compliance Officer and Senior Title IX Officer, located in the College Center, telephone number (856) 415-2154 (Gloucester Campus), or to the Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs located in the Catherine J. Arpino Education and Humanities Center, telephone number (856) 498-9948 (Cumberland Campus) may follow up at least twice with the complainant to ensure that no harassment or retaliation is occurring or to prevent the recurrence of harassment.

- Any criminal assault or battery, sexual or otherwise, will be reported to the appropriate authorities.

The Complaint Form may be found on the College website, on the Gloucester Campus in the Office of College and Governmental Compliance located in the College Center, or on the Cumberland Campus in the Administrative Offices located in the Catherine J. Arpino Education and Humanities Center.

Area: Human Resources
Approved: 07/01/19, 09/15/20, 03/08/22
Revised: 06/02/2025

President's Authorization: 

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7009 Employee Conduct and Work Rules*; *7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims;* and *7017 Conscientious Employee Protection (Whistleblower)*

Rowan College
of South Jersey

Administrative Procedure: 7015
ALCOHOL, MARIJUANA, HASHISH, CANNABIS ITEMS, AND OTHER DRUGS

In compliance with the Drug-Free Schools and Communities Act (DFSCA) and the Drug-Free Workplace Act (DFWA), the College prohibits the unlawful possession, sale, use, or distribution of alcohol, marijuana, hashish, cannabis items, and illicit drugs on campus or as a part of college-sponsored events.

The College's commitment to the well-being and safety of all its employees, students, and visitors as well as the College's obligations under various federal, state, and local laws, including the DFSCA, require publication of its policy on alcohol, marijuana, hashish, cannabis items, and substance abuse; the availability of employee treatment services, student counseling and community resources; and the imposition of sanctions for violations of standards of conduct.

Publication of Substance Abuse Policy

Each employee is required to read and sign off on the College's Alcohol, Marijuana, Hashish, Cannabis Items, and Other Drugs (AMHCOD) policy annually as part of the employee's hiring orientation.

Faculty and Student Handbooks are published annually which include standards of conduct, the Board's policy on AMHCOD, and related policies. An email is sent annually to all personnel and students that include instructions on how to access the College's policies and procedures. The AMHCOD Policy is specifically referenced in the email.

The College's policies and administrative procedures are posted on the College website and are included in the annual College catalog.

The AMHCOD policy brochures are published and distributed to employees and students. This brochure includes the AMHCOD policy, describes legal sanctions and health risks associated with substance abuse, and lists College and community resources to assist students and employees with substance abuse problems.

Drug, alcohol, marijuana, hashish, and cannabis items awareness workshops are held on campus for all to attend.

Illicit Drugs, Medical Marijuana, Hashish, Cannabis Items, and Alcohol on Campus

Illicit Drugs

The intent of, actual distribution of, sale of, or manufacturing of drugs, narcotics, barbiturates, hallucinogens, marijuana, hashish, cannabis items, steroids, amphetamines, or any other controlled substance is prohibited. The possession or use of controlled dangerous substances, marijuana, hashish, cannabis items, steroids, or narcotics, including but not limited to, opium (morphine, codeine, heroin), prescription drugs in possession of someone other than the prescribed individual, misuse of prescribed drugs, and every other substance chemically distinguishable from them (i.e., imitation products, such as bath salts and/ or K2) as well as any drug paraphernalia, on campus or in any College-sponsored events/activities premises is prohibited.

Medical Marijuana

Medical marijuana, while legally permitted in New Jersey under the "New Jersey Compassionate Use Medical Marijuana Act," is prohibited on the College campus. The College is subject to the Controlled Substances Act, which classifies marijuana as a Schedule 1 drug. Accordingly, the use, possession, cultivation, or sale of marijuana violates federal policy. Importantly, federal grants are subject to the College's compliance with the DFSCA and DFWA, which also prohibit the College from allowing any form of marijuana use on campus.

Although students and employees who legally obtain a medical marijuana identification card from the New Jersey Department of Health and Senior Serves are allowed to possess and consume certain quantities of marijuana, doing so is not permitted on the College's property or at College-sponsored events (either on or off campus).

Sharing medical marijuana with individuals who do not have a legitimate medical marijuana identification card is prohibited. Given that the use and/or possession of medical marijuana is prohibited on College property, any student or employees who legally obtains a medical marijuana ID card should contact the Office of Special Services for students and Office of Human Resources staff to discuss any other possible on-campus accommodations, excluding the ability to use or possess medical marijuana on College property.

Alcohol on Campus

College students, employees, guests, and facilities users, who are 21 years and older, may only possess, purchase, and consume alcoholic beverages at locations which are licensed to sell alcohol or where consuming it is legal and authorized. Alcohol consumption is prohibited on campus unless authorized for a special event with a permit.

Cannabis Items on Campus

College students, employees, guests, and facilities users, who are 21 years and older, may only possess, purchase, and utilize cannabis at locations which are licensed to sell cannabis or where utilizing it is legal and authorized. Cannabis use is prohibited on campus.

Availability of Employee and Student Counseling and Treatment Services

Early recognition and treatment of drug, alcohol, marijuana, hashish, or cannabis abuse are important for successful rehabilitation and for personal, family, and social interactions.

Employees are encouraged to seek help for problems related to alcohol, marijuana, hashish, cannabis, and substance abuse. The Employee Assistance Program (EAP) provides confidential counseling services, free of charge, for direct assistance and confidential referral services for employees seeking help with a substance abuse problem.

Students are also encouraged to seek help for problems related to substance abuse through the Center for Counseling and Wellness Services (CWS). Employees and students may also refer to the College's AMHCOD policy brochure for a list of additional College and community resources.

Enforcement and Violations

The College takes seriously its responsibility to educate its students and employees regarding the implications of alcohol, marijuana, hashish, cannabis items, and illicit drug use and abuse. While the College recognizes that drug dependency and alcoholism, marijuana, hashish, and cannabis items dependency are illnesses, and will provide channels of referrals for help, it is the employee's or student's responsibility to seek help.

The College is concerned that individuals make responsible decisions regarding the use of legal and illegal substances. All members of the campus community found in violation of the AMHCOD policy or state and federal alcohol and drug laws will be subject to disciplinary action.

If an employee is found to be in the possession of or under the influence of illicit/unprescribed drugs alcohol, marijuana, hashish, or cannabis items while working, disciplinary action will be taken in accordance with Policy *7009 Employee Conduct and Work Rules.*

It is the employee's responsibility to inform the supervisor if they are unable to fulfill their current job responsibilities due to taking legally prescribed and/or over-the-counter medications. An employee who fails to disclose this information and whose job performance, safety, or the efficient operation of work is negatively affected will be disciplined according to Policy *7009 Employee Conduct and Work Rules.*

Use of alcohol, marijuana, hashish, cannabis items, and illicit drugs are linked to risk factors associated with incidents of sexual assault, domestic violence, dating violence, and stalking.

Victims and witnesses are encouraged to report and cooperate with investigations of sexual assault, domestic violence, dating violence, and stalking including incidents where there is an implication of alcohol, marijuana, hashish, cannabis items, or drug use. (See policy *7013 Sexual Misconduct and the Rights of Victims)*.

A student found violating the AMHCOD policy or violating the State's underage drinking laws will be considered to have violated the Student Code of Conduct (see policy *8007 Student Code of Conduct*) and will be subject to sanctions consistent with local, State, and Federal law, up to and including expulsion from the College. In accordance with the Student Code of Conduct, a student responsible for a violation of the drug policy, may be required to complete an educational assignment such as a workshop or online training course.

These sanctions do not supplant or supersede statutory or administrative law at the federal, state, county or municipal level. Strict compliance with such laws will be the responsibility of all organizations and individuals. Violators of the law may be subject to penalties imposed by a court or other empowered board, agency, or commission, in addition to any action taken by the College.

Commonly Abused Drugs and Potential Effects

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
Alcohol		Slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts	Toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines Psychoactive (mind altering); Central Nervous System stimulant. Rx Names: Dexadrine, Biphetamine, Das, Dexampex, Ferndex, Oxydess II, Spancap No. 1, Desoxyn and Methampex	Uppers, speed, up the brains, meth, crack, crystal, ice, pep pills, bennies, up the brains Ingested orally, sniffed or smoked	Increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	Delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
Barbiturates and Tranquilizers	Barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	Slurred speech, muscle relaxation, dizziness, decreased motor control	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	Coke, crack, snow, powder, blow, rock	Loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation, anxiety, paranoia, increased hostility and rate of breathing, muscle spasms and convulsions, dilated pupils, disturbed sleep.	Depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage
Fentanyl – synthetic opioid up to 100 times more powerful than morphine to treat patients with severe pain or to manage pain after surgery. Sch. II drug Fentanyl has become the deadliest drug in America's opioid epidemic.	Apace, China Girl, China Town, China White, Dance Fever, Goodfellas, Great Bear, He-Man, Poison, and Tango & Cash Rx – Actiq, Duragesic, Sublimaze	Euphoria, drowsiness, nausea, confusion, constipation, tolerance (similar to heroin)	Addiction, respiratory depression and arrest, unconsciousness, coma and death
Gamma Hydroxy Butyrate (GHB) – Central Nervous System Depressant, not approved for use as a sedative in U.S. Affects brain when used with medications for mental conditions (anti-psychotic drugs).	GHM, liquid B, liquid X, liquid ecstasy, G, Georgia homeboy, Club drug, date-rape drug	Euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	Memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence, grievous bodily harm

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
Heroin (diamorphine) Opioid made from morphine; Sch. I drug, 2-3 times more potent than morphine. (Pain relief)	H, junk, smack, horse, skag	Euphoria, flushing of the skin, dry mouth, "heavy" arms and legs, slowed breathing, muscular weakness, increased sex drive	Constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Ketamine General anesthesia and sedative results in a lack of feeling or sensation; used for surgical procedures and sedation	K, Super K, Special K	Dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract/bladder problems, abdominal pain, major convulsions, muscle rigidity, increased confusion, increased depression, physical and psychological dependence
LSD (Lysergic Acid Diethlyamide) One of the major drugs making up hallucinogens class. Mood changing	Acid, stamps, dots, blotter, A-bombs	Dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes.	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
MDMA (Methylene Diosymethamphetamine Stimulant and hallucinogen similar to Mescaline	Ecstasy, XTC, adam, X, rolls, pills	Impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss, kidney failure, cardiovascular problems, convulsions, death, physical dependence, psychological dependence
Marijuana/Cannabis Depressant, psychoactive, medicinal, recreational	Pot, grass, dope, weed, joint, bud, reefer, doobie, roach	Sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety	Bronchitis, conjunctivas, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some
Mescaline Illicit Sch. I, strong drug	Peyote cactus	Nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure and body temperature	Lasting physical and mental trauma, intensified existing psychosis, psychological dependence

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
Morphine/Opiates Used to treat severe pain. Rx: Oxycodone, Hydrocodone, Tramadol, Codeine	Astromorph, duramorph, Kadian, M, morf, Miss Emma, MS Contin, monkey, roxanol, white stuff	Euphoria, increased body temperature, dry mouth, "heavy" feeling in arms and legs	Constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence
PCP (Phenylcyclidine) Most popular abused hallucinogen. Extremely dangerous if user does <u>not</u> experience hallucinations while using. Considered a dissociative drug.	Angel dust, crystal tea, dust, embalming fluid, killer weed, ozone, rocket fuel, supergrass, wack	Shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	Memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence, seizures, coma, addiction, increased risk of suicide, flashbacks may occur despite stopping
Psilocybin Hallucinogenic, psychedelic drug, mind altering	Mushrooms, magic mushrooms, shrooms, caps, psilocybin and psilocyn	Nausea, distorted perceptions, nervousness, paranoia	Confusion, memory loss, shortened attention span, flashbacks may intensify psychosis

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
Steroids Anabolic – muscle building Androgenic – masculinizing, similar to testosterone Corticosteroids – help control inflammation	Roids, juice, gear stackers Rx: Anadol-0(PRO) - *oxymethone* Methites(PRO)- *methyltesterone* Xyosted(PRO)- *testosterone* Depo-testosterone (PRO)	Increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence
Toradol (Rx) **Keterolac Tromethamine** Non-steroidal anti-inflammatory drug (NSAID) used for short-term, moderate to severe pain in adults, not to exceed 5 days	This drug is included because it has become very popular with athletes. While <u>not a steroid and not addictive</u>, this drug can cause serious health issues if used long term (more than 5 days) to manage pain.	Upset stomach, nausea, vomiting, constipation, diarrhea, gas, dizziness or drowsiness may occur. May raise blood pressure. Serious side effects: fainting, fast, pounding heartbeat, hearing changes, mental/mood changes (confusion/depression) persistent/severe headache, stomach pain, sudden, unexplained weight gain, swelling of hands or feet, vision changes (e.g., blurred vision), unusual tiredness.	Long-term use (greater than 5 days) may raise blood pressure, and may rarely cause serious, possibly fatal liver disease (symptoms include dark urine, stomach/abdominal pain, persistent nausea/vomiting, yellowing eyes/skin); kidney problems (e.g, change in amount of urine), symptoms of infection (fever, chills), symptoms of meningitis (unexplained stiff neck, fever)

Area: Human Resources
Approved: 07/01/19, 03/08/22, 9/22/22
Revised: 02/14/23

President's Authorization: _____

References:
Rowan College of South Jersey Board of Trustees Policy Manual, *7015 Alcohol and Other Drugs, 7009 Employee Conduct and Work Rules,* and *8007 Student Code of Conduct.*

Rowan College
of South Jersey

Administrative Procedure: 4001
ACCEPTABLE USE OF TECHNOLOGICAL RESOURCES
(Collaboration Platforms, Email Enterprise Information System, Internet, Social Media, and Off-Campus Portable Presentation Equipment)

Overview

Appropriate and inappropriate use of the College's technological resources is divided into the following five areas:

- Electronic Communications
- Enterprise Information System
- Internet Access
- Social media
- Off-Campus Portable Presentation Equipment

Electronic Communications

Email
College provided email is intended for official and authorized purposes only. Equipment and services are provided to support email use necessary to promote the College's mission, goals, objectives, and strategic plan and operations. Access to email is a privilege to which all students and employees are entitled in order to perform effectively. Responsibilities accompany this privilege and may be withdrawn; if abused.

Collaboration Platforms
Collaboration platforms enable digital workspaces where employees and students can communicate, share files, and manage projects in real-time, regardless of where they are located. The platforms enable video/web conferencing for virtual meetings, shared document editing, and instant messaging. For additional information regarding collaboration platforms, please see policy and administrative procedure 4009 Collaboration Platforms.

Use of Personal Email Accounts
Students' and employees' personal email accounts are not to be used for College academic or work-related purposes. College email accounts and personal email accounts are not interchangeable. Only the College's official email system is to be used for

academic or work-related purposes unless superseded by federal law. Password information is not to be shared.

Activation/Termination
College access is controlled through individual accounts and passwords. It is the responsibility of the employees and students to protect the confidentiality of their accounts and password information. Password information is not to be shared, and all users are responsible for all activities and data associated with their College accounts.

All employees and students are provided with an individual College account. Accounts may be granted to third-party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Board of Trustees member
- Retired employees granted emeritus status by the Board of Trustees
- Consultant
- Contractor
- Guest

Applications for these temporary accounts must be submitted to the Executive Vice President and Chief Operating Officer/Chief Financial Officer (EVP/COO/CFO) or designee via formal request using the RCSJ Ticketing System.

Account access will be terminated when employees or a third-party terminates their professional association with the College, in accordance with the Division of Innovation & Technology's standard operating procedures. The College is under no obligation to store, forward, or make available the contents of employees' or a third-party's related account information after the term of their professional association has ceased.

Student email access will be terminated in accordance with the Division of Innovation & Technology's standard operating procedures, including, but not limited to, if a student violates the terms and conditions of use, are suspended, expelled from the College, transfers, or graduates.

Appropriate Use
Students and employees must exercise good judgment in the use of electronic communications. Electronic communications are to be used for academic and work-related purposes only and not provided by the College to be used for non-work purposes.

To fulfill academic or work-related obligations, in addition to being informed of important announcements and updates, all current students and employees are expected and responsible for checking their electronic communications in a consistent and timely manner. They also have responsibility for mailbox management, including organizing and cleaning. If any users subscribe to a mailing list, it is their responsibility to be aware of how to remove themselves from the list, and to be responsible for email address changes.

Students and employees are expected to comply with professional and personal standards of courtesy and conduct.

Inappropriate Use
Since electronic communications are records of the College, users must treat messages as if they were written on College letterhead. Electronic communications (language, images, videos, or sounds) may not be used for harassment, intimidation, threatening physical harm, obscenity, pornography, libel, slander, defamation, impersonation, fraud, copyright infringement, plagiarism, computer tampering (e.g., spreading computer malware), nor any other illegal or unlawful purpose.

Employees may not use College electronic communications to disseminate information on any non-College activities including, but not limited to, political events, religious observances, charitable events/fund-raising (unless College approved), and other personal business.

It is the responsibility of the user to contact Technical Support if an inappropriate or suspected phishing message is received from an internal or external source.

Distribution
Distribution of messages to all users or sub-set(s) of all users will be through the College's intranet.

Messages intended for all users will be considered a Campus Announcement. All Campus Announcements must be submitted for approval three (3) business days prior to the intended posting to the College's intranet.

Messages intended for groups of users will be considered Group Announcements. Group Announcements can be posted by College employees identified as group leaders, when they have been given administrative authorization to post messages for a specific user group.

Text Messaging
The College must comply with the Telephone Consumer Protection Act (TCPA). Therefore, the College can only send text messages to individuals that have given their express consent to receive text message communication through a College approved messaging service. For the safety of the College community, and in accordance with federal law, emergency communications cannot be opted out of.

Non-College Use
Use of the College's email and collaboration platforms is expressly for activities related to teaching and learning and conducting those activities necessary to perform one's assigned duties and professional development activities as College employees or students. At times, a private for-profit or a private not-for-profit entity without College affiliation may wish to use the College email to distribute information, request information, conduct fund-raising, or communicate with College personnel. Requests for

these services must be directed to the EVP/COO/CFO or designee, whose determination on these matters will be final.

No Expectation of Privacy/Ownership
Users must be aware they have no expectation of privacy when using any College provided email or collaboration systems. All emails and messages sent through College systems are the property of the College. The College reserves the right to access and disclose all messages sent or received using its messaging systems to determine whether users have breached security, violated College policy, or engaged in other unauthorized or illegal actions.

Electronic communications and other data sent over College-provided systems are College records. As College records, digital content may be requested and released without notice to either the sender or receiver under certain state and federal laws. Electronic correspondence may also be subpoenaed and used as evidence in court cases.

Additionally, while the College Information Technology staff does not actively read end-user email or other electronic correspondence, messages may be inadvertently viewed during the normal course of system management.

Employees and students using College systems must note that "deleting" an electronic message or digital content does not necessarily erase it from the computer network. Backup copies of electronic messages may exist, despite end-user deletion, in compliance with the College's technology resource management procedures. The goals of these backup and archiving procedures are to ensure system reliability and prevent data loss.

Safeguards are implemented and routinely assessed to ensure that any review of electronic messages has a legitimate and authorized purpose.

Acceptable Communication
Official administrative or academic business is the only type of acceptable communication via email or collaboration platforms. This includes communications directly related to the College's mission, goals, objectives, and strategic plan. The sender must be mindful of two main concerns when sending such messages: (1) the number of recipients is to be appropriately limited to minimize the waste of recipients' time that results from distributions that are overly broad; and (2) each electronic mail message creates a record that is composed to contribute effectively to the College's work. College email is not for employees' or students' personal use.

Responses to Electronic Mail
When responding to an electronic mail message, employees and students must avoid replying to "all recipients," unless appropriate. Responses should not be made to all recipients routinely.

In general, when the original message is addressed to a tailored group, such as a team working on a matter, and the response would be of interest to the whole team, the "all

recipients" response is appropriate. However, when all recipients of a message have no reason expect a response, the response should be directed only to the sender.

The College reserves the right to automatically delete all email located in the delete or junk folders on a regular basis.

Failure to Comply
Any user who misuses the College's electronic communication platforms will be subject to disciplinary action. Sanctions for inappropriate use may include, but not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all technological resources or services;
2. Disciplinary action according to applicable College policies; and/or
3. Legal action according to applicable laws and contractual agreements.

Disclaimer
The College assumes no liability for any direct or indirect damage arising from a user's email or other electronic messaging usage.

Additional Information
Clarification regarding the use of the College's electronic communications may be obtained from the EVP/COO/CFO or designee.

Enterprise Information System

Employees are given discrete levels of access to the College's Enterprise Information System in order to perform their job duties. It is the employees' responsibility to safeguard all data to which employees have been granted access.

Personally Identifiable Information
Personally Identifiable Information (PII) is any data that could potentially identify a specific individual including, but not limited to, social security number, date of birth, and address information. PII can be sensitive or non-sensitive data and should always be treated confidentially. If employees believe PII has been compromised, employees must immediately inform the EVP/COO/CFO or designee.

It is the responsibility of College employees who have access to PII to ensure the data is safe-guarded and used appropriately. This data is never to be sent via email, text message, or any type of instant messaging service. PII data must be stored on designated College servers or designated College platforms and NEVER stored on a local computer hard drive, laptop, or ~~a~~ portable storage device. PII should never be uploaded, imported, or shared with a third-party service or entity that does not have an established business agreement with the College. Refer to Board of Trustees Policy 8109 Student Records for additional information.

Keep Accounts Secure
It is the responsibility of employees and students to protect the confidentiality of their accounts and password information. Employees and students must never share their College username or password with anyone, or share access to their accounts, as doing so will circumvent security procedures. Employees and students are responsible for all activities associated with their College username or password. Employees and students are to ensure that Multifactor Authentication (MFA) is enabled on all supported accounts.

Internet

Appropriate and inappropriate use of the College's internet technologies is the same as described for electronic communications and applies as well to the use of the internet, the College's intranet, and emerging technologies.

Account Activation/Termination
College user accounts are treated in the same way as email accounts. See section above.

Appropriate Use
Internet access is for College business (administrative or academic) only and may not be used for personal reasons.

Employees and students are encouraged to use the Internet to further the mission, goals, objectives, and strategic plan of the College.

Activities that are encouraged include:

1. Communicating with fellow employees, business partners of the College, and within the context of individuals' assigned responsibilities;
2. Acquiring or sharing information associated with one's job or academic assignments; and
3. Participating in educational or professional development activities.

Geoblocking of Network Services
To protect the College's digital infrastructure and ensure secure access to technological resources, the College uses geo-blocking controls that restrict access to certain services based on geographic location. These safeguards are informed by cybersecurity threat intelligence and applied as needed to reduce exposure to elevated risk.

As a result:

1. Users attempting to access College systems from locations subject to geo-blocking may experience limited or restricted connectivity.
2. Users on College networks attempting to access services hosted in geo-blocked regions may also encounter limited or blocked access.

The list of locations subject to geo-blocking is maintained by the Division of Innovation & Technology and reviewed periodically in accordance with evolving risk assessments.

The current list is available in the College's Knowledge Base Article, "Geo-blocking of RCSJ Services" at:

https://rcsj.teamdynamix.com/TDClient/1944/Portal/KB/ArticleDet?ID=156971

Artificial Intelligence (AI)
Artificial Intelligence tools do not meet the College's security, privacy, and compliance standards for handling data that is not publicly available. Employees should never enter non-public institutional data or information protected by the Family Education Rights and Privacy Act (FERPA) or the Gramm-Leach-Bliley Act (GLBA) into AI tools or services that are not specifically licensed by the College. Entering data into AI tools and services that are not contracted by the College is the equivalent of posting that data on a public website. AI tools collect and store user data as part of their learning process. Any data entered into an AI tool becomes part of its training data, which it may then share with other users outside the College, and could expose proprietary or sensitive information to unauthorized parties.

Inappropriate Use
Individuals will not interfere with others' use of the Internet. Users are not to violate the network policies of any other network accessed through their College account. Users will comply with all federal and state laws, all College policies, and all contracts.

Inappropriate use includes, but not limited to, the following:

1. Using the Internet for illegal or unlawful purposes e.g., harassment, intimidation, threatening physical harm, obscenity, pornography, libel, slander, defamation, impersonation, fraud, copyright infringement, plagiarism, computer tampering (e.g., spreading computer malware).
2. Viewing, copying, altering, or destroying data, software, documentation, or data communications belonging to another individual without authorized permission.
3. Making copyrighted material available to others without permission, whether through "peer to peer" software, web sites, or other technology.

Failure to Comply
Any user who misuses College Internet access will be subject to disciplinary action. Sanctions for inappropriate use of the Internet may include, but not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all technological resources or services;
2. Disciplinary action according to applicable College policies; and/or
3. Legal action according to applicable laws and contractual agreements.

Disclaimer
The College assumes no liability for any direct or indirect damages arising from a user's College email, collaboration platforms, or connection to the Internet. The College is not responsible for the accuracy of information found in College email, collaboration

platforms, or on the Internet, and only facilitates access to and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

Additional Information
Clarification regarding the use of the College's email, collaboration platforms, and internet access may be obtained from the Vice President & Chief Information Officer.

Social Media

The College recognizes and embraces social media as a fundamental means of communication and supports its use by community members to facilitate conversation. As a public institution, the College believes it is crucial to stay abreast of trends and remain active in the social sphere to closely connect with the campus community.

Definition
The College defines "Social Media" as any online tool and service that allows a user to create and publish content on the internet. For the purpose of this administrative procedure, social media means any service for web-based and mobile publication and commentary, including, but not limited to, blogs, wikis, RSS feeds, interactive geo-location, microblogs, message boards, chat rooms, electronic newsletters, online forums, video sharing sites, social networking sites, and other websites and services that permit users to share information with others in a contemporaneous manner.

Accountability
Under the direction of the Vice President & Chief Information Officer, designated staff will ensure compliance with this administrative procedure.

Applicability
This administrative procedure applies to all faculty, employees, and students of the College who accept responsibility for engaging in work-related social media.

Purpose
This administrative procedure contains guidelines for those initiating or managing a social media presence that involves the College, its departments, programs, groups, organizations, student clubs, and individuals. It outlines how the College supports institutional communication via social media so the College's social media communications efforts remain as consistent as possible. Social media usage at the College is governed by the same policies and administrative procedures that govern all other electronic communications, technology, and the Internet and must follow the same ethical standards by which the College abides.

Guidance
- Official College social media accounts must follow the Terms of Service set forth by their respective social media channel(s). The guidelines outlined herein do not

surpass existing College policies and administrative procedures related to the use of technology, codes of conduct, or confidentiality.

- Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. These inquiries are referred to Public Relations.

- Employees and students must be aware the College may observe content and information made available through social media. Employees and students are to use their best judgment in posting material that is inappropriate or harmful to the College, its employees, students, or vendors. It is the responsibility of all end users to maintain appropriate privacy settings.

- Each end user must be aware of the effect their actions may have on their image, as well as the College's image. The information that employees and students post or publish may be public information indefinitely. Posts are to be made with care to avoid unintended legal or life-changing ramifications.

- It is required that employees and students keep College-related social media accounts separate from personal accounts, when applicable.

- End users are not to post confidential or proprietary information about the College, or College employees, students, affiliates or alumni that would violate such person's rights to privacy under applicable federal and state laws and regulations. This includes the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach_Bliley Act (GLBA), and College policies and administrative procedures. Non-disclosure agreements that prohibit the College from disclosing information prohibit its employees from disclosing such information.

- Personally identifiable information that can be used to identify an individual or affiliated/unaffiliated third party offline, including but not limited to, phone numbers, home or local addresses, social security numbers, Employee/Student IDs, birth dates and email addresses, cannot be posted. In general, a photo release form must be obtained from parties whose images are identifiable to post, share, or distribute. This does not include photos from the College's archives or those obtained by College representatives, whose original intent was for distribution.

- Rights and permissions must be secured before posting, sharing or distributing copyrighted materials, including but not limited to, music, art, photographs, texts, portions of video, or information considered proprietary by a College partner, vendor, affiliate, or contractor.

- Personal communication via social media is not exempt from the laws and regulations that govern personal liability across general and traditional forms of

communication. Such communication does not indicate that an individual is speaking on behalf of the College and is to clearly identify the individual's personal communications. Employees who use personal social media channels to talk about work or College-related manners are asked to disclose their affiliation with the College and may consider adding a disclaimer to personal social media accounts stating their thoughts are their own.

- Employees may occasionally utilize social media and the web for personal matters in the workplace. Employees may engage in incidental personal use of social media in the workplace so long as this use does not consume significant time or resources, interfere with operations and productivity, or violate College or department policies.

- Violations of this administrative procedure may require the suspension or removal of any social media account(s) at the purchaser's expense and possible disciplinary action. A disciplinary or other review may be initiated if employees' online activities violate law or College policy or administrative procedure, or if individuals' non-official or unauthorized online activities otherwise subject the College to liability for such acts.

- The College reserves the right to monitor use of its computer systems.

Additional Guidelines for All Technology Use

Improper Use of Copyright and Proprietary Information of Others
Failure to observe software copyrights and/or license agreements may result in disciplinary action by the College and/or legal action by the copyright owner. Any copyrighted content submitted or used with the consent of the copyright owner is to contain a phrase such as "Copyright owned by [Name of Owner]; used by permission."

Commercial Purposes
College information and computing resources are not to be used for commercial purposes.

Use for Unauthorized Purposes
Users are not to utilize the College's email, electronic communications, collaborative platforms, internet access, or social media for personal or private business, product advertisement, political lobbying, or to distribute or promote religiously oriented information.

Use of Rowan College of South Jersey Name
The College's name may not be used, without the College's prior written consent, the name "Rowan College of South Jersey" or any symbol, logo, or graphic used by or associated with the College or any confusingly similar symbol, logo, or graphic as part of an email address, a home page, or a domain name for any online network utilized,

originated, or registered with the Internet or similar authority. To obtain consent, contact Public Relations.

Online Conduct
Online networks are to be used only as permitted by the College, in accordance with applicable College policies, and for lawful purposes. Users are prohibited from posting on or transmitting through any email, internet, or social media site anything that is illegal or unlawful including harassment, intimidation, threatening physical harm, obscenity, pornography, libel, slander, defamation, impersonation, fraud, copyright infringement, plagiarism, computer tampering (e.g., spreading malware), which encourages conduct that would constitute a criminal offense, gives rise to civil liability, or otherwise violates any applicable law or College policies.

More specifically, the following conduct violates College policies and is not permitted and subject to disciplinary action. Such conduct includes, but not limited to:

- *Harassment* - Targeting another individual, group, or organization to cause distress, embarrassment, injury, unwanted attention, or other substantial discomfort is harassment and prohibited. Personal attacks, actions to threaten, intimidate or embarrass an individual, group or organization or attacks based on a person's race, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic, or affiliation are prohibited.

- *Impersonation* - Communication under a false name or designation the user is not authorized to use, including instances in conjunction with representing that an individual is somehow acting on behalf of or under the auspices of the College is prohibited.

- *Chain letters and pyramid schemes* - Transmission of chain letters and pyramid schemes of any kind are prohibited. Certain chain letters and pyramid schemes are illegal.

- *Excessive use of bandwidth* is prohibited. Examples include, but not limited to, game playing, participating in peer-to-peer file sharing, and downloading large multimedia files.

- *Disruption of network users, services, or equipment* - Disruptions include, but not limited to, distribution of unsolicited advertising, propagation of computer malware, unauthorized access to any other computer or system and any unauthorized action with the effect of denying access to a system or service.

Reporting Violations

While the College will do everything possible to provide quality technological resources, it is the employees' and students' responsibility to ensure that their technology experience here at the College is a productive one.

If at any time, employees or students feel their rights as ~~a~~ technology users are being violated or if they are aware of other users who are misusing or abusing the technological resources, they are urged to promptly report the problem to the appropriate College official, such as the Vice President and Chief Compliance Officer or Vice President & Chief Information Officer. With timely knowledge of the incident, the issue can quickly be investigated and resolved.

The College must comply with the Patriot Act (Public Law 107-56) and any other current and future federal and state law that regulates electronic mail and technology use. This may mean that data compiled through the use of the College network may be released to federal and/or state authorities under appropriate legal protocols.

Off-Campus Portable Presentation Equipment

Employees may request the use of portable presentation equipment (such as projectors, speakers, and microphones) for use in College-related functions that take place off-campus.

- Requests for equipment must be approved by the Division of Innovation & Technology's Instructional Technology office at the relevant campus. A minimum of three (3) business days is required for all requests. All requests must include a pickup date and return date.

- All equipment loans must be evaluated in accordance with the priority of regular College needs.

- Any damage to loaned equipment is the financial responsibility of the division or group to which the borrower reports.

- It is the responsibility of employees to promptly return equipment at the conclusion of the loan.

Area: Innovation and Technology
Approved: 07/01/19
Revised: 04/21/26

President's Authorization: 

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *4001 Acceptable Use of Technological Resources (Email, Enterprise Information System, Internet, Social Media, & Off-Campus Portable Presentation Equipment); 4009 Collaboration Platforms; 7011 Harassment and Discrimination; 8003 Anti-Bullying and Intimidation*, and *8109 Student Records*

Rowan College of South Jersey Administrative Procedure, *4009 Collaboration Platforms; 7011 Harassment and Discrimination; 8003 Anti-Bullying and Intimidation* and *8109 Student Records*

Campus Postings

Anyone distributing and posting materials on the college campus must have the material approved and stamped by the Office of Student Life on each campus, prior to posting. For detailed information please reference the *Policy and Administrative Procedures 5003*.

Children on Campus

The College is concerned for those who are potentially vulnerable, especially minors on campus, who require special attention and protection. Please reference *Policy and Administrative Procedures 2001* to ensure that minors (individuals under 18 years of age) while on campus, participating in College programs, when interacting with College staff or as visitors, are safe and protected from abuse.

Student Affairs

The Office of Student Affairs on Gloucester campus and Judicial Affairs at Cumberland Campus is responsible for engaging with students who are experiencing difficulties, problems or concerns in areas related to student conduct and College policies or procedures in an effort to reach a resolution. The Office of Student Affairs promotes civility, respect and inclusion among students at the College.

Student Concerns

Students experiencing difficulties on campus may see the Director of Student Affairs and Military Services (Gloucester) or Director of Diversity & Equity Title IX and Judicial Affairs (Cumberland) for guidance and support in resolving problems and concerns. The Director will not replace or circumvent existing channels or have authority to direct an office to change a decision. The Director will listen to students, explain policies and procedures, develop options and assist students in contacting the appropriate office or individuals to seek a resolution.

Administrative Action Request

While it is the student's responsibility to understand and follow College policies and procedures, the College recognizes that personal circumstances may at times prevent students from following established policies and procedures. Students requesting an exception to College policies or procedures are to contact the Office of Student Affairs to make a request for administrative action within 12 months of the event, incident, or action. Typical requests include, but not limited to, student records challenges and exceptions to course drop, add, and withdrawal policies.

The Director will meet with the student and explain the process for completing an Administrative Action Request. It is the student's responsibility to initiate the request and provide documentation supporting the request. Once the student completes the request, the Administrative Action Request Committee ("Committee"), comprised of administrators from various departments, is assembled to review the request and make a decision. The Director is a non-voting member of the Committee. The student is notified of the Committee's decision via email. In most cases, the Committee's decision is final.

Students may appeal the Committee's decision to the Vice President of Student Services within five (5) business days of the date of the decision letter they receive from the Director of Student Affairs. The student must submit the request to appeal with any new evidence to the Director of Student Affairs. The Vice President of Student Services will render a decision.

The decision of the Vice President of Student Services is final. This can be found in *Administrative procedure 8005.2*.

Student Conduct Administration

The Office of Student Affairs investigates allegations of student misconduct. When student(s) are suspected of misconduct, disciplinary proceedings will follow the process outlined in Administrative procedure *8007 "Student Code of Conduct and Procedural Standards*."

—Contact the Office of Student Affairs—

Gloucester campus

856-681-6271

StudentAffairs@RCSJ.edu

College Center, room 202

Cumberland campus

Nathaniel Alridge, Jr., JD, Director, Diversity and Equity/Title IX and Judicial Affairs, 3322 College Drive, Vineland, NJ 08360 856-498-9948, *nalridge@RCSJ.edu*

Behavioral Health

Center for Wellness and Support

The Center for Wellness and Support (CWS) assists currently enrolled students experiencing life stressors, such as difficulty adjusting to college or life transitions, homelessness, family problems, substance use issues, emergency food assistance, energy assistance, childcare help, domestic violence, and/or navigating health insurance needs. Staff will work with students to provide referrals for on- and off-campus support and ongoing case management to facilitate personal growth.

To access services or make referrals, students, faculty, and staff can email *wellness@RCSJ.edu* or stop into either location.

RCSJ Center for Wellness Support Locations

Cumberland Campus
Student & Enrollment Services Center, room 1156
856-200-4690

Gloucester Campus
College Center, room 210
856-464-5236

Hours: Monday – Friday*, 9am – 4pm

*Please note that RCSJ is closed on Fridays through the summer months

Off-Campus and Community Resources

County-Based Psychiatric Emergency Screening Services
Cumberland: 856-455-5555
Gloucester: 856-845-9100

Support Services

- National Suicide Prevention Lifeline: 988; Veterans, press 1
- NJ HopeLine: 1-855-654-6735
- Crisis TextLine: Text "HOME" to 741741
- Trevor Project (LGBTQ+): 1-866-488-7386
- Services Empowering Rights of Victims – Provides support to victims of domestic violence, sexual violence, and human trafficking in Camden, Gloucester, and Cumberland Counties.
    - Camden/Gloucester: 1-866-295-7378
    - Cumberland: 1-800-225-0196
- NJ Child Abuse/Neglect Hotline: 1-877-652-2873
- NJ One-Stop Social Service Hotline: 2-1-1

FOR MORE INFORMATION and additional community resources, please visit: ***RCSJ.edu/student-services/wellness-and-basic-needs/***

If someone you know is thinking about suicide, you can use the resources above, call 911 or 988 to speak with the Suicide and Crisis Lifeline.

Madison Holleran Suicide Prevention Act

In compliance with the "Madison Holleran Suicide Prevention Act" (Senate, No. 557), Rowan College of South Jersey would like to remind students, faculty, and staff that emergency mental health crisis services are available 24 hours a day, 7 days per week. A licensed behavioral health professional is available Monday through Friday during regular office hours for emergency walk-ins. After regular business hours, during the weekdays and weekends, a counselor is available by phone for mental health emergencies and suicide prevention through outside agencies.

Uwill Teletherapy
Rowan College of South Jersey (RCSJ) is pleased to partner with Uwill, the leading mental health and wellness solution for students. RCSJ offers students Uwill's free, immediate access to a licensed therapist driven by student needs and preferences. Uwill's teletherapy technology is an easy-to-use online platform and provides direct access to wellness programming.

This affiliation with UWill complements RCSJ's Premier Partnership with Acenda Integrated Health and underscores RCSJ's commitment to offering innovative programs and services promoting student success.

To schedule a Uwill teletherapy appointment, students can choose a therapist based on their preferences including availability, issue, gender, language, ethnicity. Students can also choose a time that fits their schedule with day, night, and weekend availability.

Uwill is private, secure, and confidential.

Access is quick and easy. Students can create a profile and book their first session in just minutes.

For a medical emergency, call 911.



New Jersey Educational Opportunity Fund

The New Jersey Educational Opportunity Fund (EOF) is one of the nation's most comprehensive and successful state supported efforts to provide access to college students from educationally and economically disadvantaged backgrounds. EOF at Gloucester and Cumberland campuses provide an array of free support services including the following:

- grants and financial aid/business office support
- academic and career counseling
- registration and enrollment assistance
- workshops and tutoring
- transfer and career assistance
- various educational and leadership opportunities
- Pre-College Summer Institute Program (first-time college students only)

Students officially accepted into EOF will have the support of their assigned EOF counselor to persist towards graduation and prepare for their career choice and/or transfer to a four-year university. Students must complete their federal financial aid application (FAFSA) and all requirements established by the Office of Financial Aid to determine financial need. Additionally, students must complete state grant requirements by published deadlines on the HESAA/NJ FAMS website. Initial recipients must live in New Jersey for 12 consecutive months prior to the semester for which program support is requested. Interested candidates should complete an EOF application online and comply with program admission requirements.

**Please Note - EOF is NOT a financial aid entitlement program. The EOF staff at RCSJ reserves the right to be selective regarding participants in the program.

FOR MORE INFORMATION candidates are encouraged to visit ***RCSJ.edu/student-services/campus-services/educational-opportunity-fund-eof/prospective-eof-students/*** for the EOF application.
Gloucester campus: 856-468-5000, ext. 2208; Email: *eof@RCSJ.edu*
Cumberland campus: 856-200-4691; Email: *eof@cc.RCSJ.edu*

Athletic Alliance

The Rowan College of South Jersey Athletic Alliance aims to provide academic support and guidance for the student-athletes at RCSJ-Gloucester and Cumberland Campuses. To ensure excellence in our services, Rowan College South Jersey Athletic Alliance continually evaluates and refines strategies that best support our student athletes, who are central to our mission and vision. We strive to push both ourselves and our student athletes to excel, providing the necessary support to overcome any challenges.

Mission and Vision of Rowan College South Jersey Athletic Alliance

The mission of Rowan College of South Jersey Athletic Alliance is to address the academic needs of RCJ student athletes through their college journey, helping them achieve their educational goals and prepare them for the next phase of their lives. The vision of Rowan College of South Jersey Athletic Alliance is to create an innovative, supportive, and student-focused environment that enables student athletes to attain and maximize their educational experience.

ACE-celerate! STEM Summer Camp

The ACE-celerate! STEM Summer Camp is a two-week hands-on STEM education experience for Cumberland County, NJ high school students. For 2 weeks, students explore the dynamic world of science, technology, engineering, and math through hands-on experiences and real-world exposure to careers in energy, power, and industry. In partnership with Exelon and Atlantic City Electric, and the NEED Project, students engage with professionals, participate in interactive projects, and gain insights into how STEM drives innovation in the energy sector, preparing them to become the next generation of leaders and problem solvers.

Give Something Back Program

Give Back is a program that helps students who face significant financial challenges and those who have experienced barriers to success such as foster care, homelessness, or the incarceration of a parent. Give Back empowers students to build resilience, overcome adversity, and find pathways to become self-reliant adults and leaders of their communities. Give Back Scholars participate in programming and receive coaching to prepare them for an education and a career. Give Back Scholars build a career-based educational plan and get the post-secondary education they need to be successful in their careers.

GEAR UP
Gaining Early Awareness and Readiness for Undergraduate Programs

(GEAR UP) is a discretionary grant program funded by the U.S. Department of Education and administered by the NJ Office of the Secretary of Higher Education. Its goal is to increase the number of low-income students who are prepared to enter and succeed in post-secondary education. The GEAR UP Program at RCSJ aims to provide students with a solid foundation that enables successful completion of higher education programs leading to a variety of career fields.

The GEAR UP Program at RCSJ partners with the Bridgeton Public School District to serve students starting in the summer before their 7th-grade year and through their first year of college. GEAR UP students will participate in year-round activities including Saturdays and a six-week summer program designed to increase skills in math, science, ELA, and technology. Also, an emphasis is placed on socio-emotional learning, cultivating self-esteem, and developing leaders who will be prepared to navigate post-secondary education and enter the workforce.

GEAR UP Services

- After-school tutoring
- Academic Year and Summer enrichment programs on RCSJ Cumberland Campus
- Academic advising and personal counseling
- Mentoring
- Leadership development activities
- Cultural and educational trips
- College visits and tours
- College application assistance
- Career exploration
- Financial aid information and workshops
- Parent/family activities

Eligibility

- Be a rising 7th-12th grader in a GEAR UP target school
- Show motivation to do well in school and prepare for college
- Complete a student application
- All services and activities are free.
- Transportation and meals are provided for participants.

FOR MORE INFORMATION or to apply
GEAR UP at Rowan College of South Jersey 3322 College Drive, Vineland, NJ 08360 ***RCSJ.edu/degrees-programs/community-education-programs/gear-up-program/***
gearup@RCSJ.edu | 856-200-4822 (Habla Español).

Future Students

Explore the Campus

Future students are invited to explore the Rowan College of South Jersey campuses and learn more about academic programs, student life, and campus resources.

- Campus Tours are offered by appointment for individuals or groups. Tour appointments can be scheduled at ***RCSJ.edu/about/visit/***
- College Events, such as open houses, information sessions, webinars and community events, are offered throughout the year. These events provide the opportunity to learn about the College's divisions and programs, meet staff and faculty, and experience all Rowan College of South Jersey has to offer.
- Rowan College of South Jersey outreach staff attends various community and organization events throughout the year. The department also welcomes schools and other groups for campus visits, hosts presentations and other outreach programs at high schools and at the college. Please contact a college staff member to learn more about RCSJ by emailing *future@RCSJ.edu*

Steps to Enroll

Visit ***RCSJ.edu/admissions-aid/steps-to-enroll/*** and choose your campus for detailed steps on how to become a student. You will be assigned an Enrollment Coach who will be able to assist you with your enrollment steps after you have applied.

— Contact Recruitment—

Email: *future@RCSJ.edu*
RCSJ.edu/admissions-aid/steps-to-enroll/

Campus Call & Information Centers

Call and Information Center staff support students in navigating the college by answering general questions and referring visitors and students to appropriate departments.

Photo ID

First-time Rowan College of South Jersey students are issued identification (ID) cards at no charge after course registration. Students must show a current registration schedule and a valid photo ID to obtain a student photo ID card. Gloucester ID cards are available from the Information Center and must be validated by the library each semester. Cumberland students may obtain their photo ID cards from the Information Desk, which is located in the Student and Enrollment Services building, and must be validated by the library. . There is a $10 fee for replacement ID cards.

Contact the Gloucester Information Center
Phone: 856-468-5000

Contact the Cumberland Call Center
Phone: 856-200-4848

Admissions

Application Procedures

All new students must submit an application and an official high school transcript or a secondary-school completion credential for admission. Also, incoming students must take the Accuplacer placement test or provide proof of exemption. Criteria for placement test exemption is available at ***RCSJ.edu/student-services/campus-services/testing-services/placement-testing/***. Full-time students must also provide immunization records.

Students can select their campus and apply for free at **RCSJ.edu/admissions-aid/apply/.** Application procedures and admission requirements may vary for certain selective programs.

FOR MORE INFORMATION about Selective Admissions Programs, please see page 68 or visit ***RCSJ.edu/admissions-aid/steps-to-enroll/selective-admissions/***

General Admissions

Full-time and Part-time Students

The number of credits for which the student is enrolled determines the enrollment status. A student must enroll in at least 12 credit hours during a semester to be considered full-time. A student enrolled in fewer than 12 credit hours during a semester is considered part-time.

Homeschooled Students

Rowan College of South Jersey welcomes homeschool students to enroll.

Current homeschool students are eligible to participate in the High School Options Program (HSOP). Please see page 71 for more information about HSOP. Homeschool graduates must follow the general admissions steps, as outlined in the Application Procedures above.

Matriculated and Non-matriculated Students

Students are classified as matriculated when they have been officially accepted to the College, are enrolled full or part-time, and are working towards a degree or certificate. Students without a declared program of study are considered non-matriculated and are not eligible for financial aid.

Immunization Requirements

All new students must provide proof of immunization for the meningococcal disease (P.L.2019, c.332). First-time and full-time students (12 or more credits) must provide a valid record of immunization against measles, mumps, and rubella (MMR) and hepatitis B as required by New Jersey law (N.J.A.C. 9:2-14; N.J.S.A. 18A:61D-1) by the end of the first semester/term.

Individuals are exempt from this requirement if:

- They were born before 1957 (N.J.A.C. 8:57-6.4) or
- They can provide documentation for exemption because of medical or religious reasons (N.J.A.C. 8:57–4.4).

The College does not provide immunizations. Students attending Rowan College of South Jersey through the Rowan Choice program must provide additional immunization records for student housing. Rowan Choice students should contact the Rowan University Center at 856-494-5917.

Acceptance Procedures

Rowan College of South Jersey issues Letters of Acceptance to students via their application email address upon receipt of a completed admissions application. After acceptance, students receive their RCSJ username for logging into their student portal. The portal is used to upload required documents, review financial aid information, schedule academic advisement appointments, register for courses, and more. Students can obtain an outline of their next enrollment steps, including how to register for classes online at ***RCSJ.edu/admissions-aid/steps-to-enroll/***

Returning Students

Returning students are former students at RCSJ who are returning after not attending classes for one or more semesters. Students whose last date of attendance was one year ago or more must complete a new admission application before registering for classes. Returning students may also need to resubmit high school credentials, placement testing or exemptions, and immunization records, if not on file. Students must reapply if their previous application was submitted three or more years ago and they have not enrolled in or attended any classes at the College.

Transfer Students

Students who attended other colleges or universities and completed college-level courses before attending Rowan College of South Jersey are considered transfer students. Transfer students must follow the same application procedures as first-time college applicants. Transfer students who wish to have their previously earned college credits reviewed must follow the transfer credit procedure.

FOR MORE INFORMATION visit ***RCSJ.edu/admissions-aid/future-students/transferring-to-RCSJ/***

Transfer Credit Procedure

Rowan College of South Jersey accepts transfer credits for college-level (100-level or above) courses completed at accredited academic institutions recognized by the US Department of Education or the Council for Higher Education Accreditation (CHEA), if they are equivalent to those offered at Rowan College of South Jersey. Transfer courses require a minimum grade of "C". Grades from transferred courses are not included in the College's cumulative grade point average (GPA) but do count towards degree completion. Courses are evaluated and awarded credit based on applicability to the transfer student's program of study at RCSJ as a priority, with additional course transfers allowed if the student has not met the maximum number of transfer credits allowed.

Students must earn a minimum of half (50%) of their total credits taken at RCSJ to earn an associate degree. Therefore, a maximum of 30 transfer credits may be applied to any 60-credit degree program. Students are encouraged to seek transfer advisement as to whether a course meets transfer eligibility for their program of study, especially Selective Admissions Programs

Transfer students must complete the online Transfer of College Credits Request form and submit their official transcripts from all colleges attended to the Office of Admissions to request an evaluation of transferable credits. It is the student's responsibility to request all official transcripts and have them sent to the Office of Admissions. Transferable coursework will be added to the Rowan College of South Jersey Transcript.

Students who attended international institutions, including high school, must submit a course-by-course evaluation by any member of the National Association of Credential Evaluating Services (NACES).

Military service members may be eligible for transfer credits in accordance with American Council on Education (ACE) credit-granting recommendations. A DD-214 or Joint Transfer Services Transcript is required.

Several opportunities exist for earning transfer credit through non-traditional routes. Some examples are through the evaluation of the following documents: non-credit certifications earned through RCSJ Career and Technical Education Division; Police and Fire Academies and

apprenticeship training; credit through testing, such as CLEP, DSST, College Board Advanced Placement test scores, American Council on Education (ACE) evaluation of coursework and/ or prior learning based on assessments offered through the Dean of Academic Compliance. For more information, visit the College's website.

- Students are encouraged to seek transfer advisement as to whether a course meets transfer criteria eligibility for their program of study, especially for Selective Admissions Programs
- Students must earn a minimum of 30 credits at RCSJ to earn an associate degree. Therefore, a maximum of 30 transfer credits may be applied to any 60-credit degree program.

FOR MORE INFORMATION and to complete the transfer process, please visit ***RCSJ.edu/admissions-aid/future-students/transferring-to-RCSJ/***

(Reference Board policy and Administrative Procedure 8207)

Transfer Credits for Selective Admissions

Selective Admissions Programs have specific requirements for admission to the College. Specific criteria exist regarding course completion date, course grade, and online delivery method, which may restrict credit transfer. It is the student's responsibility to reference the transfer criteria for the Selective Admissions Program of interest to ensure course transfer eligibility.

Reverse Transfer Students

Reverse transfer gives Rowan College of South Jersey students who transferred to another institution prior to completing the associate degree requirements an opportunity to earn an associate degree. Eligible students may transfer credits earned at another institution to meet the associate degree requirements at RCSJ.

To be considered for an associate degree through reverse transfer, students must complete the Reverse Transfer Agreement form (RTA). Students must also meet the following eligibility requirements:

- Completed a minimum of 30 credits at Rowan College of South Jersey with a minimum of 15 credits within 3 years from submitting the RTA
- Maintained a cumulative GPA of 2.0
- No outstanding balance owed to RCSJ
- Transferred to an accredited college or university prior to completing degree requirements at RCSJ
- Earned a combined minimum of 60 credits between RCSJ and the subsequent institution that meet program requirements for the associate degree

The Vice President and Provost are the final arbitrators to approve or deny any variances or course overrides/substitutions. Completion of the Reverse Transfer Agreement does not guarantee a degree. The College will determine that the requirements for an associate degree have been met. It will then award or deny the appropriate associate degree and notify the student of the decision.

FOR MORE INFORMATION, please visit ***RCSJ.edu/admissions-aid/future-students/transferring-to-RCSJ/reverse-transfer/***

(Reference Board policy and Administrative Procedure 8207)

Prior Learning Assessment (PLA)

Prior Learning Assessment at Rowan College of South Jersey provides students with the opportunity to convert their experience into credit towards a degree program. Options include non-credit to credit, portfolio assessment, credit by exam, and more.

FOR MORE INFORMATION, please visit ***RCSJ.edu/admissions-aid/steps-to-enroll/prior-learning-assessment/*** or contact Dr. Danielle Zimecki-Fennimore, Dean of Academic Compliance at *dzimecki@RCSJ.edu*

Credit by Examination

Rowan College of South Jersey supports credit by examination and allows students to earn credits through academic examinations. College Board and ACE credit recommendations are used for Rowan College of South Jersey equivalent courses. Rowan College of South Jersey is an official testing center for the CLEP and DSST.

- College Board™ Advanced Placement (AP) Examinations accelerate achievement and academic progress by awarding college credits to students who complete college-level coursework while still in high school. To earn credit, a student must complete an approved College Board™ course and achieve a score of three or higher on the AP exam. Students must send the official AP score report to the Office of Admissions and complete the online Transfer of College Credits Request form.
- College Level Examination Program (CLEP) Students may demonstrate mastery of introductory college-level material through specific CLEP exams. Students must send their score report to the Office of Admissions and complete the online Transfer of College Credits Request form.
- DANTES Specific Subject Examination (DSST): Students who have acquired college-level knowledge through life experience, employment, or independent study may demonstrate their knowledge through specific DSST exams. Students must send their score report to the Office of Admissions and complete the online Transfer of College Credits Request form.

Testing Services are available at each campus by contacting: Cumberland: 856-200-4648, or visit ***RCSJ.edu/student-services/campus-services/testing-services/***

Visiting Students

Students attending another institution may enroll as non-matriculating visiting students to earn credit to transfer back to their home college. Students are responsible for confirming with their current institution that RCSJ course credits will be accepted in transfer. All visiting students must complete RCSJ's free online Application and select Visiting as their Student type. Proof of prerequisite completion may be required for certain courses. Please visit ***RCSJ.edu/admissions-aid/future-students/visiting-students/*.**

FOR MORE INFORMATION and questions, please contact:

Gloucester campus
856-415-2209
visitingstudent@RCSJ.edu
Cumberland campus
856-200-4685

Military Students

Rowan College of South Jersey is proud to support our military service personnel and dependents as they embark on their journey through higher education. **FOR MORE INFORMATION** about the resources available to military students, please see page 100 or visit ***RCSJ.edu/student-services/campus-services/military-services/***

FOR MORE INFORMATION or for enrollment assistance, please contact the Office of Military Services:

Gloucester campus
Terri Germano, Certifying Official
tgermano@RCSJ.edu
856-464-5239

Cumberland campus
Dave Runyon
drunyon@RCSJ.edu
856-468-5000, ext. 6412

Rowan Choice

The Rowan Choice program is offered through a unique partnership between Rowan College of South Jersey and Rowan University. Through the program, coursework is taught by Rowan College of South Jersey and residential life is provided by Rowan University, allowing significant savings to students. Rowan Choice is open to all first-year applicants, with limited seating. First-year applicants must apply for Rowan Choice through Rowan University. To learn more about Rowan Choice, please visit ***RCSJ.edu/why-RCSJ/rowan-advantage/rowan-choice/***

3+1 Program

The 3+1 Program is a partnership between RCSJ and Rowan University. This option allows students to continue at RCSJ after earning an associate degree to complete their junior year at RCSJ at the Rowan College of South Jersey tuition rate. Students then transfer to Rowan University and complete the senior year at the University rate.

Students will graduate with an RCSJ associate degree and then a Rowan University bachelor's degree. To learn more about 3+1, please visit ***RCSJ.edu/why-RCSJ/rowan-advantage/3-plus-1-program/***

Selective Admissions

Selective Admissions are programs in which the applicant must meet additional admissions criteria beyond general acceptance to the College Each program requires a separate application (portfolio) and accepts one cohort of students per academic year. Applicants must use the specific program application for the year they wish to apply.

The following are selective admission programs:

- Gloucester Campus: Automotive Technology, Certified Clinical Medical Assistant, Diagnostic Medical Sonography, Nuclear Medicine Technology, Nursing: LPN-RN, Nursing: Generic (RN), Practical Nursing (PN), Physical Therapist Assistant, Surgical Technology, and Veterinary Technology
- Cumberland Campus: Nursing: LPN-RN, Nursing: LPN-RN, Generic Nursing (RN), Practical Nursing (PN), Radiography, and Dental Assisting.

Selective Admissions applicants must attend a mandatory information session as part of the application process. Automotive technology students must participate in a mandatory interview with the program head as part of the application process.

FOR MORE INFORMATION and to view current program admission packets, visit ***RCSJ.edu/admissions-aid/steps-to-enroll/selective-admissions/***

Students who are accepted to a selective admission program in the Nursing & Health Professions Division are required to complete a comprehensive health packet. Rowan College of South Jersey provides the health packet to students accepted in these selective admissions programs. The health packet is a requirement of the clinical agencies to participate in the mandatory clinical rotations in the program of study. Requirements in the health packet may go beyond the requirements for traditional enrollment at Rowan College of South Jersey. The College does not seek exemptions or waivers for students for any item in the health packet.

Students are responsible for all fees associated with health and clinical requirements.

Programs Requiring Supplemental Admissions Criteria

Some programs have additional admission requirements beyond the College's general admissions criteria. Applicants must satisfy these program-specific requirements for admission and successful completion of the program. Refer to the program of study guidelines in the academic catalog for information on programs with supplemental admissions requirements at **RCSJ.edu/degrees-programs/**

(Admissions: Reference Board policy and Administrative Procedure 8101)

Criminal History Background Checks

Employers of certain occupations and some College programs and courses may require a criminal history background check.

Education

Students participating in the 3+1 Inclusive Education program must undergo a criminal history background check, including fingerprinting, prior to beginning the third year of the program. This is a requirement of the New Jersey Department of Education. All public-school employees who have the potential to have student contact must undergo a criminal history background check, including fingerprinting, prior to employment. If record of a felony does exist, employment is not permitted under any circumstances.

Nursing and Health Professions, and Veterinary Technology

Clinical agencies accredited by The Joint Commission (TJC), or similar accrediting bodies, may mandate criminal history background checks for all individuals engaged in patient care.

A student must submit to a criminal history background check when required by a clinical agency or agencies. The criminal history background checks will be conducted by an external vendor, and results will be on file at the College and the clinical site(s). Clinical agency personnel will evaluate the results of the criminal history background checks, and, in their sole discretion, make the final determination as to the student's ability to continue to engage in patient care in the agency. If a student is denied clinical placement by any clinical agency due to information on the criminal history background check, the student will not be permitted to continue in that healthcare program. Students prohibited from continuing may choose to remain at the College in a different program so long as the student's criminal history background check results are not in conflict with program requirements.

Police Academy

Prior to acceptance in the Police Academy, prospective alternate route students are subject to a comprehensive background investigation, which includes a criminal history background check. This may be performed by the local police department, the county sheriff, or county prosecutor's office.

Each major will develop its own forms and processes associated with criminal history background checks based on the needs of the occupations it serves. The College will cooperate with all institutions and agencies requiring such checks and will strive to inform students through regular sources, such as the handbook, of programs in which criminal history background checks may be necessary. However, due to evolving and new requirements for such checks, the College may be unable to provide all information necessary regarding every profession, institution, or agency requiring criminal history background checks.

Accordingly, the student, not the College, is responsible for understanding the requirements for such checks. All costs for background checks or other such reviews or activities will be the student's responsibility.

(Reference Board policy and Administrative Procedure 8103)

International Students

The College is authorized under federal law to enroll

non-immigrant aliens as F-1 students. International students must attend on a full-time basis. International applicants must submit the following documents for evaluation before an acceptance letter and I-20 form can be issued. These credentials must be received by the Office of Admissions by July 15 for the fall semester applicants and by November 15 for spring semester applicants:

- A completed admission application
- An official transcript of high school work including graduation status. International credentials must be translated and evaluated into English and certified as correct by an approved agency. Approved agencies are current members of the National Association of Credential Evaluation Services (NACES).
- Language proficiency is necessary as the College does not have an intensive English as a Second Language (ESL) P rogram. A minimum Test of English as a Foreign Language (TOEFL) score of 500 (paper-based), 173 (computer-based), or a comparable score on the new 1-6 scoring scale, or other acceptable documentation of English proficiency, is required for admission of international students from countries where English is not the primary language of education.
- A notarized statement that a sponsor will be responsible for all financial needs of the student while he/she attends the College. This statement must be accompanied by the sponsor's tax records, bank statements, or letters from an employer. Otherwise, a bank statement supplement will be required.
- International students transferring into the College from other institutions must provide a copy of their most recent I-20.

International students are not eligible to apply for financial aid and therefore must enter the College with evidence of full financial support. The international student tuition is currently based on the out-of-state rate and no additional special fees are required. The estimated annual budget (academic year) for immigration purposes includes tuition and fees, books, supplies, and living expenses.

FOR MORE INFORMATION visit the website ***RCSJ.edu/admissions-aid/future-students/international-students/***

International students will be required to take the College's placement test and resolve any unmet course/program requirements. Students enrolled in a bilingual or ESL program should not be tested until they have completed such a program and taken the TOEFL.

Because of Rowan College of South Jersey's size and location in southern New Jersey and its semi-rural environment, prospective international students should be aware that RCSJ is a commuter college, and dormitories are not available. The College does not maintain a housing referral list. Transportation is needed as public transportation is limited.

—Contact Office of Admissions—

Gloucester campus
Phone 856-415-2206
Email: *admissions@RCSJ.edu*

Cumberland campus
Phone 856-200-4848, 856-200-4685

Or visit**: *RCSJ.edu/admissions-aid/apply/***

High School & Adult Basic Education Programs

Center for College and Career Readiness

Collegiate High School

Collegiate High School provides secondary education students with the curriculum, experiences, preparation and opportunities they need to confidently transition to their post-secondary education and career goals. Dual enrollment opportunities for students seeking affordable, practical ways to earn credit and prepare for the rigors of excelling in a collegiate environment. Such programs and resources provide exposure to higher education in the form of college-level advisement, earning college credit at an affordable price and navigating enrollment procedures.

College Advisement for High School Students

Collegiate High School staff maintains a schedule of student appointments at various high schools in southern New Jersey. Students may contact their high school Counseling Office to learn when Rowan College of South Jersey is visiting.

- **Students looking to enroll in college courses while still in high school** may schedule an appointment with a Collegiate High School Advisor to develop an educational pathway and register for courses via the High School Option Program (HSOP).
- **High school seniors** can gain assistance navigating the Rowan College of South Jersey enrollment process by meeting with a High School Outreach Recruiter.
- **Students who qualify for NJ STARS** may meet with Recruitment staff to discuss the enrollment process and scholarship requirements. See page 99 for additional NJ STARS information.

FOR MORE INFORMATION visit **RCSJ.edu/admissions-aid/collegiate-high-school/** to schedule an appointment or learn more about the Center for College and Career Readiness's programs.

Earning College Credit

High School Option Program
The High School Option Program (HSOP) grants approved high school and homeschooled students the opportunity to take Rowan College of South Jersey courses while still in high school. HSOP students receive

a significant discount on tuition and fees applied to an unlimited number of courses. Students are responsible for textbooks and related supplies.

Courses taken via HSOP can be applied to a Rowan College of South Jersey degree program or may be transferred to another university upon high school graduation. Students may also satisfy high school graduation requirements through the New Jersey Department of Education's Option Two experience, explore career interests and/or complete any required remediation. Scholarship opportunities for HSOP students are available for qualifying students. **Please note:** The HSOP discount will be applied through the spring semester of the senior year. Once the summer semester commences, the HSOP discount will not be applied for current seniors.

Requirements for participation:

- age 14 or older
- satisfy all testing and course prerequisites necessary for course registration
- register for courses with a Collegiate High School advisor

Dual Credit
Dual Credit provides high school students with the ability to earn college credit for coursework completed in the high school, taught by approved high school faculty members. Students may apply

their credit to Rowan College of South Jersey degree programs or request the credit to be transferred to other institutions of higher education.

Dual Credit agreements are posted to the website. A maximum of 30 college credits may be awarded through the Dual Credit and Advanced Placement (AP) programs.

Please note: *Rowan College of South Jersey cannot guarantee the transfer of college credit. Dual Credit will not be awarded retroactively; rather, only articulated courses successfully completed during the timeframe in which a Dual Credit agreement has been established. Deadlines for admissions and payment must be met to be considered for Dual Credit during the agreement timeframe.*

FOR MORE INFORMATION, visit **RCSJ.edu/admissions-aid/collegiate-high-school/**

Upon graduating from high school, all incoming Rowan College of South Jersey students must complete the admissions application, satisfy the placement test requirement and submit an official high school transcript. This may be done through the High School to College Transition detailed below.

Customized Program Articulations

Customized Program Articulation (CPA) agreements are crafted between Rowan College of South Jersey and local high schools to better prepare students for entry into career-oriented programs of study. Programs include: Drafting, Graphic Arts, Law Enforcement, Business, Computer Science and Health Professions. To receive credit, students must complete customized program coursework according to their high school's articulation agreement with a final grade of B or higher in all classes associated with CPA. Upon matriculation into a degree program and submission of the CPA form, the articulated course will be posted to the Rowan College of South Jersey transcript as transfer credit.

FOR MORE INFORMATION about CPA, visit ***RCSJ.edu/admissions-aid/collegiate-high-school/***

High School to College Transition

Designed to help students in their senior year transition from high school to Rowan College of South Jersey, this program provides added support to enroll at Rowan College of South Jersey with ease. The RCSJ Recruiters & Enrollment Coaches help each student navigate the admissions, testing and financial aid processes. This allows students to register in the spring of their senior year of high school prior to other incoming freshman. The strong collaboration between the high school Counseling Departments and Rowan College of South Jersey enhances student success in navigating college enrollment and also facilitates scholarship opportunities. This program is available to in- and out-of-county high schools.

FOR MORE INFORMATION email ***future@RCSJ.edu*** to learn more.

Youth & Adult Literacy Education Programs

Rowan College of South Jersey, in partnership with state agencies, county agencies, and faith-based organizations, offers grant-funded adult education programs in the following areas:

- **Adult Literacy Education (HSE/ALE):** the Adult Literacy Education Program, funded under WIOA, is tailored for adults aiming to earn a State of New Jersey-issued high school diploma. RCSJ offers comprehensive secondary-level studies encompassing writing, math, social studies, and science. The program prepares students to excel on the official HSE test. In addition to academics, the curriculum integrates specialized in college and career readiness training, preparing individuals for success beyond the classroom. Engaging workshops foster personal skill development, while computer literacy ensures adeptness in the digital age. This program is a holistic pathway to academic achievement, personal growth, and future success.
- **Youth Literacy Education (HSE/YLE):** The purpose of this program funded under WIOA is to prepare youth and young adults (16-24) facing serious barriers to employment for participation in the labor force by providing training and other services that: lead to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential; prepare for post-secondary education and training opportunities; provide strong linkages between the attainment of recognized post-secondary credentials; prepare for unsubsidized employment opportunities, in appropriate cases; and effectively connect to the employer in in-demand industry sectors and occupations of the local and regional labor markets.
- **English as a Second Language (ESL/ELL):** The English as a Second Language Program offers transformative learning experiences, enriching fundamental language proficiencies such as reading, writing, listening, and speaking. The program also provides citizenship preparation skills, college and career readiness, computer literacy, and integrated training, making it an ideal choice for individuals dedicated to enhancing English fluency, cultivating civic awareness, refining vocational opportunities, navigating the digital landscape, and achieving holistic personal and professional development.

FOR MORE INFORMATION please call our office or email:
Gloucester campus: 856-681-6227
Cumberland campus: 856-200-4798
literacyacademy@RCSJ.edu

Testing Services

Placement Requirements

Rowan College of South Jersey requires all newly admitted students to take the College's placement test, the Accuplacer, or satisfy one of the exemption criteria, prior to course registration. The Accuplacer is used to evaluate competencies in reading, writing, and math; test results are used to determine course placement. Students will receive a copy of their test scores and course placement upon completion of the placement test.

Students should then meet with an academic advisor and discuss course selection.

The placement test is administered in the Rowan College of South Jersey Testing Centers. The Testing Center on the Gloucester campus is located in the Student Services building. The Testing Center on the Cumberland Campus is located in the Testing and Tutoring Lab located in the Arpino building. Students enrolling at either campus can make an appointment by visiting **RCSJ.edu/student-services/campus-services/testing-services/.** Incoming students are encouraged to utilize Test Prep resources, including the College Board web-based Accuplacer Study app, available on the Testing Center websites.

Exemptions are determined based on the evaluation of official college documents; i.e., transcripts or grade report and letter of verification from a college official. Exemption validation will permit the student to register for college-level courses. Exceptions will be handled on a case-by-case basis.

FOR MORE INFORMATION about placement test exemptions, please visit ***RCSJ.edu/student-services/campus-services/testing-services/placement-testing/***.

Testing Arrangements for Students with Disabilities

Students with documented learning or physical disabilities that prevent them from taking the placement test under standard conditions may request special accommodation and administration of the test to meet their needs.

FOR MORE INFORMATION, please visit **RCSJ.edu/student-services/campus-services/department-of-special-services-dss/** or contact the Department of Special Services.

Gloucester campus:
856-415-2247

Cumberland campus:
856-200-4753

Accuplacer-ESL is also available by contacting either campus Testing Center.

Testing Centers

The Rowan College of South Jersey Testing Centers provide proctoring services for RCSJ students and others from the surrounding community.

They also provide testing for college credit with the CLEP and DSST.

The Testing Centers work closely with the Division of Nursing and Health Professions, providing testing services for Selective Admissions applicants by administering entrance exams such as the On-Campus ACT, and HSRT-AD.

Additional services include Distance Learning testing for non-RCSJ students and the GED for high school.

All tests are given in compliance with the NCTA Professional Standards and Guidelines. A Photo ID is required for all tests administered in our Testing Centers. No cell phones, or any other electronic devices, are permitted while testing.

American College Test (ACT) On Campus

For the convenience of applicants to the Health Professions selective admission programs, the Gloucester Campus serves as an assessment center for the On Campus American College Test (ACT). On Campus ACT scores can be used only by the testing institution and cannot be sent to other colleges. Applicants to selective admission programs are responsible for including copies of their On Campus ACT score reports in their Selective Admissions portfolio, as outlined in the respective Program admission packets. Rowan College of South Jersey administers this exam several times a year. For testing dates, visit ***RCSJ.edu/student-services/campus-services/testing-services/selective-admissions-testing/act-test/***. Please visit the Testing Center on campus to register for the On Campus ACT.

FOR MORE INFORMATION please call: 856-415-2268.

National ACT

The National ACT is administered throughout the year. For information on registration, test dates, and fees, visit the National ACT website at actstudent.org or contact the Registration Department for Students at 319-337-1270. The Rowan College of South Jersey Test Center Code is 025610. Applicants can have their test scores sent to other institutions as well as to RCSJ. Students applying for selective admission programs may also register for the National ACT.

Insight Assessment — Health Sciences Reasoning Test (HSRT)

Rowan College of South Jersey is a test site for the HSRT-AD for students applying to RCSJ's Nursing and Practical Nursing, Physical Therapy Assistant (PTA), Surgical Technology as well as our Veterinary Technology Selective Admissions programs. Only tests taken at RCSJ will be accepted for Selective Admissions. Students are responsible for including an official copy of their HSRT-AD scores in their portfolio as outlined in the Selective Admissions program packet. Additionally, the HSRT- N version is administered as the entrance exam for the Rowan University Respiratory Therapy program.

Testing for Credit

CLEP® and DSST® are test-for-credit programs designed to offer college credit for accumulated knowledge and experience through examination. The Testing Center at Rowan College of South Jersey issues both CLEP and DSST exams.

Advanced Placement (AP) exams can also be used to earn college credit. AP Exams are issued by high schools as a part of the Advanced Placement course.

CollegeBoard™Advanced Placement (AP) Examinations

Students can earn up to 30 college credits through RCSJ's Dual Credit and Advanced Placement (AP) programs. Credit earned may be applied to a Rowan College of South Jersey associate degree program.

CLEP™-College Level Examination Program, CollegeBoard

This program enables students to gain college credit for accumulated knowledge and experience through examinations.

Rowan College of South Jersey is an official test site for the CLEP™ program.

Students may accumulate college credit toward a degree by demonstrating knowledge gained independently in over 30 exam areas. CLEP™ tests are available by appointment at the Testing Center.

DSST® — DANTES Subject Standardized Test

This program enables students to gain college credit for accumulated knowledge and experience through examinations.

Rowan College of South Jersey is an official test site for the DSST® program.

Students may accumulate college credit toward a degree by demonstrating knowledge gained independently in 36 exam areas. DSST® tests are available by appointment at the Testing Center. More information is available at ***RCSJ.edu/student-services/campus-services/testing-services/***

GED Testing (General Educational Development Test)

Rowan College of South Jersey is a GED Test Center for Gloucester and Cumberland counties. Test sessions are available year-round to students seeking a New Jersey High School Diploma.

FOR MORE INFORMATION, please visit **GED.com**

Gloucester campus: 856-415-2268

Cumberland campus: 856-200-4531

Career & Technical Education

The Career and Technical Education (CTE) programs prepare students to enter the workforce with the academic and technical skills needed to compete successfully in the global economy and local job markets. CTE prides itself on having a career readiness focus and as a result, all CTE programs include theoretical and work-based learning components. This is ensured through guided pathways and competency-based learning. The Division offers degrees and academic certificates in the following areas: Automotive Technology, Technical Studies, and Dental Assisting.

CTE offers area residents a broad spectrum of industry- recognized certification programs, professional development courses, seminars, and workshops. Programs include personal and professional development, allied health, and short-term career training programs ranging from one day to one year. The CTE Division provides customized training to regional businesses through the Career & Technical Education Center in Gloucester County located on Tanyard Road in Sewell, the Arts & Innovation Center in Millville, and onsite at an employer's location.

The College's Career and Technical Education offers a variety of courses to address workforce demands. Some program options include:

- Career Training: A variety of short-term certificate and certification programs in health care, business, technology, and advanced manufacturing are available throughout the year.
- Professional Development: Workshops and courses are available at convenient times, including leadership, management, communications, presentations, software training, and human resource management.

FOR MORE INFORMATION on these and other programs, visit ***RCSJ.edu/degrees-programs/career-technical-ed-cte/***
or call one of our Career & Technical Education offices:
Gloucester campus: 856-415-2216
Cumberland campus: 856-776-2372

Corporate Training

The most important resource in any organization is its employees. To increase productivity, improve financial performance and/or enhance employee development, employers must provide training. The Career and Technical Education Division can serve as the training provider for organizations, supplying credit, non-credit, and industry-recognized certification programs.

Customized Training

CTE Corporate Training provides a wide range of high-quality, corporate and customized training programs. Training in computer skills, management and supervision, safety, OSHA compliance, accounting and finance, manufacturing and business management play a vital role in helping create, expand and retain business across the region. The course offerings reflect extensive market research and address the area's long-term need for specific skills. Programs are designed to meet employers' demands for a highly skilled workforce, and include:

- **Technology:** MS Office, Word, Excel, Outlook, Access and PowerPoint
- **Literacy:** English as a Second Language, Spanish
- for Supervisors, Basic Math, Writing, Reading and Communications
- **Advanced Manufacturing:** Certified Production Technician, Lean, Six Sigma Green and Black Belts, ISO, CNC and Forklift Certification
- **Supervisory Skills:** Leadership, Team Building, Customer Service, Diversity, Conflict Management, Performance Management, Coaching, Succession Planning, Time Management, Business Writing and more

Grant-Funded Training

The Career and Technical Education Division is recognized as a Preferred Training Provider for the New Jersey Department of Labor. Experienced professionals from our division help companies prepare applications for New Jersey Department of Labor and Workforce Development Grants. The Career and Technical Education Division's personnel have the expertise to assist companies with the complete process from applying, creating the application and implementation, to administration of grant-funded programs.

FOR MORE INFORMATION and to speak to corporate training specialist, please call:

Gloucester campus: 856-468-5000, ext. 5503
Cumberland campus: 856-776-2371



The state-of-the-art Career & Technical Education Center is centrally located on the College's Gloucester campus at 1492 Tanyard Road, Sewell, NJ 08080, with easy assess to Route 55, Route 42 and Route 295. To support the economic growth in Gloucester County, the 18,000-square-foot facility assists students in meeting their individual educational goals.



The Career & Technical Education Division is at 3322 College Drive, Vineland, NJ 08360 in the Guaracini Center, with easy access to Route 55 and Route 47. To support the economic growth in Cumberland County, the facility is equipped with classrooms, healthcare labs, and computer labs to assist students in meeting their individual educational goals.

Student Records and Registration

Student Records and Registration

The Enrollment Services One Stop, located in the Student Services building, maintains the academic records of students from their initial semester of registration through graduation. It serves students and faculty by providing access to necessary information to support their educational experience. Students can login to their Self-Service account to view their student email, view grades, degree audits, unofficial transcripts, billing, financial aid, and more.

Course Registration

Course registration is available to all students at various times throughout the year and may be completed in person or online, depending on student type. Registration dates and deadlines are posted at **RCSJ.edu/student-services/campus-services/course-registration/**.

Current Students

Current students receive an email notification each term outlining registration dates and related deadlines. Students are strongly encouraged to meet with an academic advisor to plan their upcoming courses. Once planning is complete, students register directly through the Self-Service Portal during their assigned registration window

New Students

New students are required to attend a New Student Orientation (NSO) before registering for courses. At NSO, students receive essential information about college resources and guidance from an academic advisor to register for their first-term courses.

Visiting Students

Visiting students must complete the online visiting student application. Visiting students are considered non-matriculated and are not eligible for financial aid. Information regarding prerequisites and registration procedures is available at **RCSJ.edu/admissions-aid/future-students/visiting-students/**.

Cohort Programs and Support Services

Students enrolled in comprehensive support or cohort programs—such as EOF, Athletics, HSOP, T2K, or NJ STARS—may be subject to additional eligibility requirements. Students are responsible for consulting with their program representatives to ensure registration aligns with program expectations.

Cancellation of Courses

RCSJ reserves the right to cancel a scheduled class when registration is insufficient. Students should review their schedules the day prior to the term start for any changes.

Change of Instructor

The College reserves the right to change instructor assignments without prior announcement.

Curriculum (Program/Major) Changes

Students who wish to change their curriculum (major) should consult their advisor to complete the appropriate form:

Curriculum change form must be signed by the student and advisor and completed by the 10th day of the semester.

Schedule Changes (Unregister/Add)

Students may change their schedule after registration by either performing the unregister/add online or through the use of a registration form in conjunction with an academic advisor. Registered students may complete a Change of Schedule/Enrollment Change form or Unregister/add online during the designated registration period. For the Unregister/Add dates and associated refund rules, visit ***RCSJ.edu/student-services/campus-services/course-registration/***

Waitlisting

A waitlist option may become available when select courses reach capacity. This feature allows students who wish to enroll in a closed section to add their name to an electronic list on a first- come, first-served basis. This automated process notifies students via their RCSJ student email if a seat has opened and it is their turn to register for the class. The student has 48 hours from the time of that notification to register and pay.

If registration does not occur, the seat will be offered to the next student on the waitlist. After accepting the seat, if another section of the course was also selected, the student must drop their originally registered section. As a courtesy to other students on a waitlist, students are asked to remove their name by dropping on the web if they are no longer interested in enrolling in the specified course section.

Transcripts

An unofficial transcript of student coursework may be obtained through the Enrollment Services One Stop Office. The official transcript request must be requested electronically via the National Student Clearinghouse. Links to all of these options can be found on the transcript page of the website: ***RCSJ.edu/StudentRecords-site/Pages/request-a-transcript.aspx;*** faxed requests are not accepted. The transcript request will take 3–5 business days to process after receipt and up to two weeks at the end of any semester. A fee will be charged for each official transcript requested.

All RCSJ Transcripts are non-refundable.

Change of Information

Students must immediately notify the respective campus One Stop Office of any change in legal address or name. The College must maintain up-to-date records to ensure students receive vital information including financial aid refunds, tax information and other important communication. The Information Change Form must be submitted to the One Stop for processing. Students receiving Financial Aid will need to ensure that their name matches the FAFSA before a name change can be made or funds may not be released. Name changes may not occur until the completion of a current semester due to the name change impact on current coursework.

Documentation may be required to process the change.

Preferred Name

Rowan College of South Jersey recognizes that many members of its community use first names other than their legal names to identify themselves. To encourage a more open and inclusive environment, Rowan College of South Jersey allows students to use a preferred first name, other than their legal first name, on certain College documents. Preferred names may be printed on RCSJ Student IDs and displayed in all areas of eLearning/Blackboard, including class rosters. Legal names will continue to be used for official College records that are not eligible for preferred name. The College is obligated to use a student's government name on documents such as official transcripts; Registrar's Records; grading; government and state requests; official correspondence; all financial documents and federal and state aid documents.

Students wishing to use a preferred first name must complete the request form available on the website or in-person ***and*** return the form to the One Stop Office

(Reference Board policy 8111)

Enrollment Verification

Enrollment verification can be used as proof of registration and enrollment for certain agencies, including but not limited to insurance agencies, U.S. Courthouses, loan and financial institutions, etc. Students can request the verification at the One Stop Office after the 10th day of the semester. Please allow 3-5 business days for processing.

Diplomas

During the annual Commencement ceremony, graduates receive a diploma jacket. However, the official diploma is formally ordered once all final grades have been posted, and graduation petitions are reviewed and certified by the Office of the Registrar. Students who are awarded a degree or certificate will receive a free copy of their official transcript. Free Grad Transcripts will be mailed from RCSJ approximately two weeks before diplomas are Home Shipped from our vendor.

Diplomas and free graduate transcripts will be mailed to all students. Students should verify their address is correct on their RCSJ student profile when they apply to graduate. The specific mailing periods for diplomas and transcripts can be found at ***RCSJ.edu/student-services/graduation/***

Duplicate diplomas are available at a cost of $35 per copy. Students may request duplicate diplomas by completing the Duplicate Diploma Request form found on the Student Records website. Diploma orders require four to six weeks for processing.

Academic Policies and Procedures

Academic Credits

Definition of a Credit Hour

Credit hours are calculated using the Carnegie Unit system.

The semester credit hour, which is the unit of credit at the College, is normally the equivalent of a subject pursued during one

50-minute period for at least 15 weeks of regularly scheduled student/faculty instructional activity. Equivalents are calculated as follows:

- One 50-minute lecture period is equivalent to one credit.
- Two or three 50-minute laboratory periods are equivalent to one credit.
- Three to five 50-minute practice periods (clinical experience, visual or performing art studio sessions, supervised student teaching, field work, etc.) are equivalent to one credit.
- Independent study hours are calculated the same as practice credit.
- Credit for cooperative education work experience is based on the quantity of required and approved work that is completed. The credit hours are determined between the supervising faculty and the work supervisor at the cooperating site, using an approximate ratio of 10-12 hours of work per week during the academic semester to one credit.
- For cooperative education, internship, field study, practicum or clinical courses, a minimum of 45 contact hours must be completed to earn one credit.

Credit Limits

Students with a cumulative grade point average (GPA) between 2.000 and 3.499 may register for a maximum of 18 credits during the fall, spring, and summer semesters and 8 credits during the winter semester. In order to exceed these established credit limits, students must have written approval from the Director of Advising. Students with GPAs of 3.500 or higher may exceed the credit limits without written approval. Advising's written approval, and students must meet with an academic advisor since credits over 18 must be manually processed through Student Records.

(Reference Board policy 8205)

All students are limited to taking eight (8) credits during the winter term, with no limit for students with GPAs higher than 3.500. In order to exceed the eight (8) credit limit, students must have approval from the Director of Advising or an appointee.

On the first day of class, instructors will provide a course outline detailing class policies governing grading, attendance, and assignments. It is, therefore, highly recommended that all students attend the first day of class since it is their responsibility to know the instructors' attendance requirements and other policies as stated in the detailed instructor outline.

Online Attendance Definition: A student attends an online course (or the online portion of a hybrid/blended course) by participating in class or otherwise engaging in an academically-related activity. Examples include, but are not limited to: contributing to an online discussion or text chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing and/or completing a tutorial; or initiating contact with a faculty or adjunct faculty member to ask a course-related question.

(Reference Board policy 8203)

Attendance

Class attendance and accurate record keeping are essential requirements to meet state and federal regulations for financial aid; are calculated for successful completion of educational foundation courses; and impact student grades as determined by each instructor consistent with his/her stated policy in the course syllabi or outline.

Rowan College
of South Jersey

Administrative Procedure: 3003
GRADING SYSTEM AND GRADE POINT AVERAGE (GPA)

Grading System

The College records academic achievement each semester according to the following grading system:

Grade	Significance	Quality Points
A	Excellent	4.000
A-		3.700
B+		3.400
B	Good	3.000
B-		2.700
C+		2.400
C	Satisfactory	2.000
D		1.000
F	Failure	0.000
I	Incomplete	------

The following grades/codes have no effect on GPA calculations, but apply to all students at the College:

W – Withdrawal Grade

A student intending to withdraw from a course or courses is responsible for initiating and completing the process at Student Services prior to the announced end of the withdrawal period – the end of the tenth week of a regular semester or two-thirds through short semesters. Signatures from personnel in other offices may be required. A student who officially withdraws from a course will receive a "W" grade that will not affect the student's GPA. However, students involved in financial aid programs, college activities including athletics, or who have other circumstances that require a minimum number of enrolled credits, may be adversely affected.

AU – Audit Grade

If a student wants to attend a class regularly, but does not want to receive credit, the student can choose to audit the course. The student must register for the course, pay the tuition and any fees then switch to audit status.

Requests are not accepted unless an Audit form is completed by the student, the course instructor, and the Director of Advising granting approval. All audit enrollments must occur by the last day to drop for 100% refund or its equivalent. Once processed, the course cannot be changed back to credit. The instructor will determine the conditions of the audit to which the student must adhere in order to maintain an "AU" grade, signifying successful completion. If the student fails to meet the conditions, a "W" will be assigned, signifying audit withdrawal. Audit courses are not covered by financial aid and do not fulfill degree requirements.

NA – Never Attended Grade

A student who registered for a course and never attended a class session will receive a final grade of Never Attended ("NA"). They will no longer be eligible to withdraw from the course. The grade of "NA" does not affect a student's GPA, but may have an adverse effect on financial aid. For a student in a traditional face-to-face course, an "NA" would be assigned if the student has never attended a class session. For a hybrid course, an "NA" would be assigned if the student has never attended a class session in person or online. For a live online course an "NA" would be assigned if the student has never attended a live session and never completed an instructional activity related to the student's course of study. For a traditional online course, an "NA" would be assigned if the student never attended an online session and never completed an instructional activity related to the student's course of study. Note: Logging into a course does not count as a course-related instructional activity. (Academic Engagement in Federal State Aid 34 CFR 600.2)

I – Incomplete Grade

A grade of incomplete ("I") may only be reported for a student who has carried a course with a passing grade, but due to illness or other unusual and substantiated cause, has been unable to complete the final examination or some limited amount of assigned work by the end of the semester.

The faculty member must complete the Incomplete Grade Request Form prior to a grade of "I" being assigned. Once approved by the dean, the grade of "I" will be assigned by the Registrar's Office. An incomplete grade must be changed through a Grade Change Request Form by the last day of the next semester. An incomplete grade not changed by the end of this period automatically becomes an "F".

For purposes of financial aid, the grade of "I" will affect the student's Quantitative Progress. Incomplete grades not completed will be automatically charged to an "F" and will affect both the Quantitative and Qualitative Progress.

TR – Transfer Credits Grade

RCSJ will count transfer credit hours that are accepted toward a student's educational program as both attempted and completed. Transfer credits are not counted in GPA.

Education Foundation Course Grades

PA – Pass, Education Foundations
PB – Pass. Education, Foundations
PC – Pass Education Foundations
PP – Pass
NP – No Progress, Education Foundations

Course grade for education foundation courses will not transfer nor have impact on GPA.

Academic Amnesty Grades

ZD = Academic Amnesty D
ZD+ = Academic Amnesty D+
ZD- = Academic Amnesty D-
ZF = Academic Amnesty F
ZFA = Academic Amnesty Failure Attendance

Any student who previously attend RCSJ is qualified for academic amnesty as outlined in Administrative Procedure 8201. These grades will be associated with the courses that qualify for amnesty. Previous grades of "C" or better will be counted for the purposes of determining the cumulative GPA and for purposes of counting credits toward graduation.

Grade Point Average (GPA) Calculation

GPA is a standard quantitative measure of academic achievement on courses taken by a student. GPA is calculated as follows:

1. Multiplying the number of credits attempted by each course by the quality-point value for each grade.
2. Adding the number of credits attempted and the number of quality points earned.
3. Dividing the total quality points earned by the total credits attempted.

For example:

Course Code	Grade Received	Quality Point Value		Credits Attempted		Quality Points
ENG 101	A	4.000	x	3	=	12.000
BIO 101	B-	2.700	x	4	=	10.800
PSY 101	F	0.000	x	3	=	0.000
HPE 101	A-	3.700	x	1	=	3.700

The Student's GPA is 2.409 (26.500 divided by 11)

Students should note that:

1. GPA is unaffected by courses taken at other colleges.
2. If a course is repeated, only the higher grade is included in GPA calculation.
3. Educational Foundations courses other than CIA 100, COS 103, and PSY 100 are not included in GPA (Gloucester Campus).

The GPA is the only quantitative assessment of the student's achievement at college and may have a significant impact on:

- Eligibility for federal and state aid grants
- Future employment opportunities
- Academic Progress
- Graduation
- Acceptance for advanced degrees
- Graduation honors and admission to honorary societies
- Participation in athletics

Midterm Grades

Prior to the middle of each 10- or 15-week child term, faculty members are required to submit midterm grades through the RCSJ portal for each class they teach. Faculty will submit the letter grade being earned at that point in the term so students may seek appropriate interventions for student success.

Area: Academic Services
Approved: 09/14/20, 02/19/21, 03/11/21, 09/01/21, 08/09/23, 8/30/23, 9/01/23, 11/21/23
Revised: 07/29/25
President's Authorization: 

References:
Rowan College of South Jersey Board of Trustees Policy Manual, *3003 Grading System and Grade Point Average (GPA)*

Administrative Procedure: 3003 Grading System and Grade Point Average (GPA)

Degree/Certificate Requirements

A student requesting to graduate from Rowan College of South Jersey with an associate degree or certificate must:

- Earn a cumulative GPA of 2.000 or higher;
- Complete all courses required for their program of study
- Half (50%) of all program version courses required must be taken at RCSJ.
- Certificate candidates must earn between 12 and 34 credits in courses taken at the College, depending on the specific certificate requirements. Exceptions may be made by the appropriate academic dean.
- Each student is responsible for completing all of the requirements and must apply to graduate through the RCSJ portal to establish eligibility for graduation.

Transfer students must also complete a minimum of 50% credits taken at RCSJ to graduate from the College with a general associate degree. Additionally, if a student transferring into the College wishes to complete an associate degree in a specific major field/option, a minimum of three (3) courses specific to that major field/option must be among the 50% credits completed at the College.

Students who request to transfer courses into the College's certificate programs must complete half of the credits for such programs at the College, except for the Paralegal certificate program which limits the transfer credits from another American Bar Association approved institution to fifteen (15).

(Board policy and Administrative procedure 3103)

Multiple Degrees

To be eligible to receive an additional certificate and/or degree, students must file a petition with the Office of Advisement.

Certificate: To be eligible for each subsequent certificate, the student must complete at Rowan College of South Jersey a minimum of 12 more credits for each additional certificate.

Degree: To be eligible for a degree beyond an original degree, the student must complete at Rowan College of South Jersey a minimum of 30 more credits for each additional degree.

Approval from the division dean may be needed if there is a question as to which credits are appropriate.

All Certificate of Achievement (COA) courses are contained within the affiliated program and are not governed by this procedure.

(Reference Board policy 3107)

Degree Evaluation

The online Degree Progress Audit is an electronic tool that allows a student to track their academic progress toward the completion of the degree they are seeking to earn, available on the RCSJ Gloucester Student Portal. The Degree Progress Audit lists the courses that have been previously completed, the courses the student is currently registered for, and the courses that still need completing. The dynamic report will also include variance approvals (course substitutes approved by the respective Dean), total credits needed to complete the degree, and the number of credits the student has currently earned. Students should run their degree evaluation each term following registration to confirm their courses align with their chosen program of study. Questions concerning their evaluation should be discussed with their academic advisor prior to the start of the semester.

Graduation Requirements/Procedures

Students must complete the required courses and credits in an approved program with a cumulative 2.0 GPA to graduate and earn a degree or certificate. The required credits must include 45 for the Associate in Arts degree, 30 for the Associate in Science degree and 20 for the Associate in Applied Science degree of approved general education credits. The certificate program must include at least six approved general education credits. All students must meet the mathematics requirement to graduate and earn a degree from the College.

Students must submit a Petition to Graduate form (valid for one academic year) through their Self-Service and process payment. A graduation status notification will be sent to the student's RCSJ email account approximately 4–6 weeks after a petition has been submitted.

Students who are eligible to participate in Commencement ceremony will be invited to do so. Caps and gowns may be ordered from the bookstore. Only eligible students will be permitted to order graduation regalia.

Minimum graduation requirement for Health Professions Programs: In order to successfully graduate with a Nursing A.A.S. (AND), Practical Nursing AC, a C+ or better must be achieved in program specific and science courses for that degree. For the Radiography A.A.S. degree, a grade of "C" or better must be achieved in all courses required for that degree.

Students will be listed as Fall, Winter, Spring, Summer A, or Summer B graduates based on the completion of their final degree requirements. Students who miss the deadline will be eligible for the next degree conferral term.

Dean's List

High scholastic achievement merits are included on the Dean's List, compiled each semester. Any student who has accrued a minimum of 12 college-level credits at Rowan College of South Jersey is made eligible by achieving a 3.500–3.740 semester GPA with no failures or incompletes during a semester.

An indication of this achievement will be placed on each student's permanent record. Only credit hours that are calculated in the GPA are considered for academic honors.

Graduation Honors

(Reference Board policy 3101)

Award of Academic Excellence
Students graduating with an accumulative GPA of 4.0 will have this accomplishment recognized on their transcript.

Graduated with Honors
Students graduating with an accumulative GPA of 3.75 and above will have this accomplishment recognized on their transcript and receive a special tassel to wear at Commencement.

Institutional Honors:

President's Leadership and Service Award

Students, faculty and staff are provided the opportunity to nominate recipients for this honor which will be indicated on their transcript. The recipient must demonstrate both service and leadership qualities at RCSJ and participate and show leadership in academic and extra-curricular activities. They must possess citizenship and service to the College and exhibit promise of future success. A minimum of two semesters at RCSJ is required and having community service involvement improves award opportunities.

President's Excellence Award

The recipients of this award must characterize outstanding qualities as evidenced in work, within a discipline with academic excellence implied by the faculty. The specific programs or disciplines are determined each year in cooperation by the faculty and the Dean and this award is indicated on their transcript. academic Honor Society for two-year colleges, symbolizing excellence in higher education and a commitment to students.

Alpha Alpha Alpha

Alpha Alpha Alpha (Tri-Alpha) - is dedicated to celebrating the academic accomplishments of first-generation college students. RCSJ's chapter is officially named Kappa Epsilon.

Eligibility requirements include:

- Neither parent nor legal guardian holds a bachelor's degree
- Current enrollment at RCSJ as an associate degree candidate, attending at least half-time
- Completion of a minimum of 15 college-level credits
- A cumulative GPA of 3.2 or higher across all coursework

FOR MORE INFORMATION please contact RCSJ's Tri-Alpha advisors:

Gloucester Campus Chapter Advisor
Erik Burrell
trialphacc@RCSJ.edu

Cumberland Campus Chapter Advisor
Esther Rodriguez
trialphagc@RCSJ.edu

Honor Societies

Phi Theta Kappa

Phi Theta Kappa is the international The Alpha Psi Pi chapter was chartered in May 1994 and is one of the most active and recognized student organizations on the Rowan College of South Jersey's Gloucester campus. Its excellent track record over the years has consistently garnered the chapter the annual distinction as a Five Star Chapter, the highest ranking within the Society's chapter development chart, a distinction its members take pride in achieving each year. Prospective members are encouraged to visit the Society's website at ptk.org and learn more about the Society, its benefits to members and the programs and initiatives fueled by the Society's four Hallmarks: Scholarship, Leadership, Service and Fellowship; Rowan College of South Jersey's chapter emulates many of those programs and initiatives at the local level.

Phi Theta Kappa has recognized and encouraged scholarship among two-year college students since 1918 by providing stimulation and enrichment while promoting the academic integrity of the associate degree program. For these reasons, the American Association of Community Colleges has designated Phi Theta Kappa as the official Honor Society for two-year colleges. Students with grade point averages (GPA) of 3.5 or higher and who have completed at least 12 college-level credit hours leading towards completion of an associate degree are invited to join Phi Theta Kappa. Rowan College of South Jersey is unique in that we offer two individual chapters, one for each of our two campuses.

Members who go above and beyond the normal membership standards and engage in leadership opportunities are able to earn the designation of Distinguished Member, the chapter's highest level of recognition. Induction ceremonies for both chapters occur annually and are usually held in May.

FOR MORE INFORMATION about the Alpha Psi Pi Chapter, please email *PTKgloucester@RCSJ.edu*.

The Alpha Psi Pi chapter was chartered in May 1994 and is one of the most active and recognized student organizations on the Rowan College of South Jersey's Gloucester campus. Its excellent track record over the years has consistently garnered the chapter the annual distinction as a Five Star Chapter, the highest ranking within the Society's chapter development chart, a distinction its members take pride in achieving each year. Prospective members are encouraged to visit the Society's website at ptk.org and learn more about the Society, its benefits to members and the programs and initiatives fueled by the Society's four Hallmarks: Scholarship, Leadership, Service and Fellowship; Rowan College's chapter emulates many of those programs and initiatives at the local level.

FOR MORE INFORMATION about the Alpha Psi Pi Chapter, please email *PTKgloucester@RCSJ.edu*.

The Rho Gamma chapter is going into its 55th year as the premier honor society on the Cumberland campus of Rowan College of South Jersey. The honor society recognizes academic achievement of two-year college students and provides opportunity for growth and development through honors, leadership and service programming. Students must maintain high academic standing for the duration of enrollment at the two-year college. Prospective members are encouraged to visit the Society's website ptk.org and learn more about the Society, its benefits to members and the programs and initiatives fueled by the Society's four Hallmarks: Scholarship, Leadership, Service and Fellowship; Rowan College of South Jersey's chapter emulates many of those programs and initiatives at the local level.

FOR MORE INFORMATION please email *PTKcumberland@RCSJ.edu*.

GAMMA BETA PHI

The Gamma Beta Phi Society was founded in 1964 in South Carolina and is composed of chapters of two- and four-year collegiate institutions across the nation. Gamma Beta Phi now boasts more than 100,000 members and over 50 chapters. Gamma Beta Phi is proud of its record of service and continued growth! To learn more, visit the Gamma Beta Phi Society website at **gammabetaphi.org/about/faq/.**

The RCSJ Chapter of Gamma Beta Phi is an honors society composed of students dedicated to both academic achievement and service to our communities.

Objectives include:

- To recognize and encourage academic achievement and intellectual curiosity
- To promote the development of leadership ability and character
- To foster, disseminate, and improve education through student-led service projects

The RCSJ Chapter of Gamma Beta Phi sets the following standards for all members:

- Students must be currently enrolled at either campus of RCSJ, have completed 12 cumulative credit hours of coursework, and maintain a cumulative GPA of 3.25.
- Students must participate in a minimum number of society activities every semester, including chapter meetings or service projects, in order to retain active membership.
- Students must pay a one-time fee for the National organization and a yearly Chapter fee of $10. You may retain your membership without re-paying this fee, should you transfer to another institution.
- Students must abide by the Gamma Beta Phi Code of Ethics, which can be found by visiting: **gammabetaphi.org/chapters/pillars-of-the-society/.**

Advisors: Stephanie Gomes and Jennifer Hoxworth gammabetaphi@RCSJ.edu.

Alpha Delta Nu

To promote scholarship and academic excellence in the profession of nursing, the Organization for Associate Degree Nursing (OADN), has established the Alpha Delta Nu Honor Society and has made provisions for the establishment of Institutional Honor Society Chapters. The objective of the OADN Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advanced degrees in the profession of nursing as well as continuing education as a lifelong professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing. The induction ceremony occurs at the end of the fourth semester each May.

Advisors: Dr. Stella Barber, *sbarber5@RCSJ.edu, Mrs. Christa Nees, cnees@RCSJ.edu*

Psi Beta

Psi Beta was founded in 1981 for the purpose of stimulating, encouraging, and recognizing students' outstanding scholarship and interest in psychology. Psi Beta's mission is to encourage professional development and psychological literacy of all students at two-year colleges through the promotion and recognition of excellence in scholarship, leadership, research, and community service. Psi Beta is an affiliate of the American Psychological Association and the Associate for Psychological Science, and a member of the Association of College Honor Societies. Psi Beta has 160 active chapters across the nation. Psychology professors contribute countless hours to mentoring their Psi Beta students.

FOR MORE INFORMATION *visit Psi Beta's website at* ***www.psibeta.org***

Alpha Beta Gamma

Alpha Beta Gamma is an Honor Society established by business professors in 1970 to recognize and encourage scholarship among business and professional students enrolled at two-year degree-granting institutions. The society is a member of the Association of College Honor Societies and has initiated more than 80,000 members. To qualify for lifetime membership, students must have completed at least 12 credits and maintain a minimum GPA of 3.0 or higher. Rowan College of South Jersey's Gamma Phi chapter was chartered in the Spring of 2019 and an induction ceremony is held annually in April.

FOR MORE INFORMATION visit ***abg.org*** and our Facebook/ Instagram page, **Rowan College ABG**.

Advisor: James Celia, rowancollegeabg@RCSJ.edu, jcelia2@RCSJ.edu

Lambda Epsilon Chi

Founded in 1995 by the American Association for Paralegal Education, Lambda Epsilon Chi recognizes paralegal students for their academic excellence. To be inducted into LEX, the student must demonstrate "superior academic performance," which is evidenced by an overall grade point average of at least 3.25, plus a grade point average in their paralegal classes of at least 3.50. Students must also have completed at least half of their academic program requirements at the time of induction. The induction ceremony for Lambda Epsilon Chi is held once each year toward the end of the spring semester.

Advisor: Lucy McClain, *lmcclain@RCSJ.edu*

Lambda Epsilon Chi

Founded in 1995 by the American Association for Paralegal Education, Lambda Epsilon Chi recognizes paralegal students for their academic excellence. To be inducted into LEX, the student must demonstrate "superior academic performance," which is evidenced by an overall grade point average of at least 3.25, plus a grade point average in their paralegal classes of at least 3.50.

Students must also have completed at least half of their academic program requirements at the time of induction. The induction ceremony for Lambda Epsilon Chi is held once each year toward the end of the spring semester.

Advisor: Lucy McClain, *lmcclain@RCSJ.edu*

Mu Alpha Theta

Mu Alpha Theta (MAT) is a national mathematics honorary society for high school and two-year college students that was founded in 1957. It is sponsored by NCTM, MAA, SIAM, and AMATYC. MAT was formed to engender keener interest in mathematics, to develop sound scholarship in the subject, and to promote enjoyment of mathematics in high school and two-year college students. The Mu Alpha Theta induction ceremony is held annually in April.

For more information reach out to: mualphatheta@RCSJ.edu

Sigma Pi Sigma

Housed within the Society of Physics Students (SPS), Sigma Pi Sigma is the national physics honor society. Sigma Pi Sigma elects' members on the basis of outstanding academic achievement.

To qualify for membership, candidates must have completed at least three semesters of full-time college work with a minimum of two semester courses in physics that can be credited toward a physics major. Candidates must also have attained a minimum GPA of 3.5.

Advisor: Dr. Nasra Sultana, *nsultana@RCSJ.edu*

Alpha Beta Gamma

Alpha Beta Gamma is an International Business Honor Society. Membership is limited to students enrolled in

Business Studies Division degree programs. In order to be initiated into Alpha Beta Gamma, students must meet the following criteria:

- At least a 3.0 cumulative grade point average in program of study courses.
- Completion of at least 12 credit hours of courses in the specific program of study.

Advisor: Dr. Mark Zorzi, *mzorzi@RCSJ.edu*

Delta Alpha Phi

Delta Alpha Phi is an honor society for associate degree Sociology students that recognizes those who excel academically. Membership is limited to Social Service and Child Advocacy program students who meet the following criteria for formal induction as a member of Delta Alpha Phi:

- Students must have completed 15 or more credits in their program of study.
- Students must hold a GPA of 3.5 or above.
- Students must have demonstrated appropriate conduct
- on campus and in fieldwork placements that reflect integrity and professionalism.
- Students must be willing upon induction to be involved in one fundraiser and one community activity per semester.

Advisor: Professor Jan Hanselman, *jhanselm@RCSJ.edu*

Kappa Delta Pi

Kappa Delta Pi is a national honor society in Education for community colleges that recognize students who excel within Education. Students need 30 credit hours and a 3.0 GPA for membership.

Advisor: Dr. Kate Tumelty Felice, *kfelice@RCSJ.edu*

Lambda Alpha Epsilon

The American Criminal Justice Association represents the National Honor Society for Criminal Justice majors, known as Lambda Alpha Epsilon. Lambda means to detect and apprehend. Alpha is the Greek word for Anakrinen, meaning to adjudicate.

Epsilon is the first letter of the Greek word Exorthoun, which translates to rehabilitate. The three words together represent the Criminal Justice System. Student members are required to maintain a 3.5 GPA. Students who join the national association are presented with a medallion from the College of Criminal Justice Society to wear at commencement.

Advisor: Dr. Charles Kocher, *ckocher@RCSJ.edu*

Lambda Nu

A national honor society for the Radiologic and Imaging Sciences. Its objectives are to foster academic scholarship at the highest academic levels; promote research and investigation in Radiologic and Imaging Sciences; and recognize exemplary scholarship. Radiography students must maintain a 3.5 GPA in their Radiography courses to be inducted into this honor society.

Advisor: Joy MacMahan, jmacmah2@RCSJ.edu

Mu Alpha Theta

Mu Alpha Theta, a national Mathematics honor society for community colleges, recognizes students who excel in Mathematics. Students who achieve a cumulative grade point average of 3.3 in Mathematics courses may apply for membership.

Advisor: Professor Joe Dugan, *wdugan@RCSJ.edu*

Academic Progress, Probation and Leave

- A student at the College is deemed to be in Good Standing when making satisfactory progress toward the completion of program requirements, earning a cumulative grade point average of 2.000 or higher, and completing 12 college-level credits.
- Federal regulations associated with minimal levels of progress for application to financial aid students will be administered through the College's Financial Aid Office.
- A student will be placed on academic warning when the student's cumulative GPA falls below 2.000 after a minimum of 12 college-level credits have been attempted. Credit restrictions apply when students are on academic probation. A student will be removed from academic probation when the student's cumulative GPA has risen to 2.000.
- Those who continue to demonstrate unsatisfactory academic progress will be placed on academic probation for the next full academic semester.
- If a student continues to demonstrate unsatisfactory progress while on probation, the student will be placed on academic leave. To initiate readmission to the College, the student must schedule an appointment with the assigned academic advisor to discuss campus resources and develop strategies for academic improvement.
- The President will direct the development of administrative procedures to further define the process associated with this policy.

(Reference Board policy and Administrative procedure 3301)

Academic Amnesty

Any student who previously attended Rowan College of South Jersey is qualified for academic amnesty if that student meets the following criteria:

1. withdrew from the College with a cumulative GPA below 2.000 or was otherwise on academic probation or academic leave
2. had five (5) years elapse since the end of the term of last attendance and then returns to credit enrollment at the College
3. needs additional courses to complete program requirements
4. has not previously been granted academic amnesty
5. and declares a degree program

Academic amnesty is an option that the returning student must request prior to or during the first semester of re-entry after the five-year absence.

Under academic amnesty, courses that were taken five years or more prior to re-entry will still appear on the transcript, but only those previous grades of "C-" or better will be counted for purposes of determining the cumulative GPA and for purposes of counting credits toward graduation. Amnesty means that such a student will no longer be on academic probation if this condition prevailed at the time of last attendance.

A student wishing to be granted amnesty who does not meet the criteria will be required to work with an advisor to develop their plan in writing. The advisor will then provide a recommendation to the Vice President of Academic Services, who will make the final decision.

Rowan College of South Jersey Academic Amnesty does not override, overturn, or overrule the Office of Financial Aid academic progress calculation. The credits that were included in the Academic Amnesty will still be used in determining the student's academic progress.

(Reference Administrative procedure 8201)

Academic Integrity

In its most elementary form, academic integrity encompasses the principles of an honest, fair, and continuing pursuit of the truth and means students are expected to author their own work. Moreover, the process takes place in a collegiate environment where each participant has a responsibility for fair dealing with the other members of the community. The College is committed to the principle of academic integrity and the educational experience it fosters. The expectation to uphold the standards of academic integrity and honesty is the responsibility of every member of the College community.

The principles of academic integrity require that a student:

- properly acknowledge and cite all use of the ideas, results, or words of others;
- properly acknowledge all contributors to a given piece of work;
- make sure that all work submitted as the student's own in a course or other academic activity is produced without the
- aid of impermissible materials or impermissible collaboration;
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with the student's interpretation or conclusions;
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals
- without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress; and
- uphold the canons of the ethical or professional code of the profession for which the student is preparing.

Adherence to these principles is necessary in order to ensure that:

- everyone is given proper credit for the student's ideas, words, results, and other scholarly accomplishments;
- all student work is fairly evaluated, and no student has an inappropriate advantage over others;
- the academic and ethical development of all students is fostered; and
- the reputation of the College for integrity in its teaching, research, and scholarship is maintained and enhanced.

Types of Violations

Because of the importance the College attaches to the concept of academic integrity, the College finds the following to exemplify violations of this important principle for which they may be subject to informal action or disciplinary sanctions. Instructors have the authority to impose an academic sanction in accordance with the instructor's syllabus, and all violations will be reported to the Office of Student Affairs (Gloucester campus) or Office of Judicial Affairs (Cumberland campus) according to the policy. To seek clarification, students should ask the instructor for guidance. The instructor should explain the nature of the violation, including its academic sanction, and disclose the evidence against the student, along with informing the student of the option to appeal the instructor's decision in the Office of Student Affairs (Gloucester campus) or Office of Judicial Affairs (Cumberland campus).

In all of the following cases, examples of each type of violation

are given, but neither the types of violation nor the lists of examples are exhaustive. Academic exercises include any academic assignments, but not limited to quizzes, examinations, term papers, laboratory exercises, clinical assignments, and the like.

1. Cheating is defined as the intentional use or attempted use of materials, information, or study aids other than those specifically authorized in an attempt to claim credit for learning that is not one's own. Under this definition, cheating is not limited to examination matters, but can encompass the myriad of educational activities that occur both within and outside the classroom setting. Examples of cheating include, but are not limited to:

a. Receiving assistance from others or working with another on an assignment where such help is not permitted;
b. Copying another's work or answers on an academic assignment;
c. Using or possessing books, notes, calculators,
d. cell phones, or other prohibited devices or materials during an academic assignment;
e. Communicating during an academic exercise
f. in any way with anyone other than the instructor and/ or using paper, cell phones, text messaging, or other media;
g. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without advance permission from the instructors involved;
h. Preprogramming a calculator or other electronic device to contain answers, formulas, or other unauthorized information for use during an academic exercise;

i. Acquiring a copy of a quiz or examination from an unauthorized source prior to the examination;
j. Having a substitute take an examination in one's place;
k. Signing another person's name on an academic exercise or attendance sheet; and/or
l. Changing, altering, or being an accessory to the changing or altering of a grade in a gradebook, on an academic exercise, or any College official academic record that relates to grades.

2. Plagiarism is an intentional or unintentional act that is further defined as the unacknowledged use of another's means of expression and/or work product, whether published or unpublished, without proper credit through the use of quotation marks, citations, and other customary means of identifying sources. Examples of plagiarism include, but are not limited to:

a. Using another person's words, ideas, results, or images without giving credit to the person, giving the impression that it is the student's own work;
b. Copying work, written text, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, images, or any other material from another student, the Internet, or any document without giving due credit to the source of the information;
c. Purchasing or contracting another person or company to complete coursework, including a paper from the Internet, a term paper company, or another student, and submitting it as the student's original work;

3. Fabrication is defined as the invention and proffering of information as true and reliable with or without false attribution. Examples of fabrication include, but are not limited to:

a. The changing and/or manipulation of research data, results, processes, or research record. The omission of results from the research record;
b. The alteration and resubmission of a graded exercise, except as permitted by the instructor in advance;
c. Citing a source that does not exist; and/or
d. Requesting an academic benefit based on false information or deception. This includes, but is not limited to, requesting an extension of time, a better grade, or a recommendation from an instructor.

4. Collusion is defined as working together in preparation of separate course assignments in ways unauthorized by the instructor. A student may only collaborate on academic work within the limits prescribed by the instructor. Unless specifically authorized by the instructor, all academic work by students is expected to be their own, and if teamwork is permitted, the participation of all involved must be acknowledged.

5. Facilitating academic dishonesty is defined as intentionally or negligently helping or attempting to help another to commit an act of academic dishonesty. A student who facilitates a violation of academic integrity can be considered to be as culpable as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation. Examples of facilitating academic dishonesty include, but not limited to:

a. Knowingly allowing others to copy answers on an academic exercise, such as an examination or term paper, or assisting others to do so;
b. Taking an examination or any academic exercise for another student; and/or
c. Distributing or selling academic exercises, such
d. as an examination or term paper to other students.

6. Academic sabotage is defined as deliberately impeding the academic progress of others. Examples of academic sabotage include, but not limited to:

- Intentionally destroying or obstructing another student's work;
- Altering computer files that contain data, reports,
- or assignments belonging to another student; and/or
- Removing posted or reserved material or otherwise preventing one or more student's access to it.

7. Violations involving potentially criminal activity include theft, fraud, forgery, or distribution of illegally acquired materials committed as part of an act of academic dishonesty. Examples of a potential criminal activity include, but are not limited to:

a. Stealing an examination from a college or
b. faculty member's office or from electronic files;
c. Selling or distributing a stolen examination;
d. Forging a change-of-grade form or electronic database entry; and/or
e. Falsifying a college transcript.

Levels of Violations and Procedures

Level 1

Less serious violations of academic integrity and first offenses may occur because of inexperience or lack of understanding of

the principles of academic integrity and are often characterized by a relatively low degree of premeditation or planning and the absence of malicious intent on the part of the student committing the violation. These violations are generally quite limited in extent, occur on a minor assignment or quiz, or constitute a small portion of a major assignment and/or represent a small percentage of the total coursework.

Below are a few examples of violations that are most often considered less serious, at least when committed by an undergraduate student as a first-time offense. This list is not exhaustive, and classification of a given violation is always heavily dependent on the specific facts and circumstances of the violation.

- Improper citation without dishonest intent;
- Plagiarism on a minor assignment or very limited portion of a major assignment;
- Unpremeditated cheating on a quiz or minor examination;
- Unauthorized collaboration with another student on a homework assignment;
- Citing a source that does not exist or that one has not read on a minor assignment;
- Making up a small number of data points on a laboratory exercise; and/or
- Signing in for another student via attendance sheet or clicker

Level 2

Separable violations are very serious violations of academic integrity that affect a significant portion of the coursework compared to lesser violations. Level 2 violations are often characterized by substantial premeditation or planning and clearly dishonest or malicious intent on the part of the student committing the violation. The following are some examples of violations that are most often considered. Again, the list is certainly not exhaustive, and classification of a given violation is always heavily dependent on the exact facts and circumstances of the violation.

- A second violation;
- Substantial plagiarism on a major assignment;
- Copying or using unauthorized materials, devices, or collaboration on a major exam;
- Having a substitute take an examination;
- Making up or falsifying evidence or data, or other source materials for a major assignment, including falsification by selectively omitting or altering data that do not support one's claims or conclusions;
- Facilitating dishonesty by another student on a major exam or assignment;
- Intentionally destroying or obstructing another student's work;
- Knowingly violating research or professional ethics; and/or
- Any violation involving potentially criminal activity.

Level 2 incidents are to be reported immediately by filing an Academic Integrity Complaint through the Portal (or otherwise use a similar effective method of submission, e.g., email, inter-office mail, etc.). Any level 2 incident that rises to the level of suspension or expulsion will require the Academic Disciplinary Panel to convene and review. This panel will be composed of three permanent members to include the Vice President, Academic Services, the chair of Academic Standing Committee (ASC), and the Director of Student Affairs; in addition, two ad hoc faculty members will also participate on the panel. Ad hoc faculty members will vary according to the complaint/subject matter expertise (Gloucester campus). Conversely, the Academic Disciplinary Panel will consist of three faculty members, one advisor, and one student representative with the Director of Judicial Affairs serving as Ex-Officio (Cumberland campus) . The panel's function will be to verify that the complaint has merit and that the integrity of the complaint can be confirmed through sufficient evidence. A preponderance of the evidence standard will be used when rendering a decision. The accused student has the responsibility to submit to the panel any documentation that supports the student's claim against the charge once they are notified that the panel will convene. Once the panel meets and comes to a conclusion, a written decision from the Academic Disciplinary Panel will be forwarded to the Director of Student Affairs (Gloucester campus) or the Director of Judicial Affairs (Cumberland campus). A copy of the written decision will also be provided to the reporting faculty member(s). The Director of Student Affairs (Gloucester campus) or Director of Judicial Affairs (Cumberland campus) will administer discipline as outlined in the College's policy and administrative procedure, *8106 Student Code of Conduct*.

If there are criminal elements involved in the integrity complaint Student Affairs and the Sheriff or local law enforcement will conduct the investigation. The alleged student, if criminal activity is determined, will be charged accordingly under applicable state or federal laws and appropriately under *8106 Student Code of Conduct*.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8001 Academic Integrity*

Financial Services Information

Tuition and fees are established by the Rowan College of South Jersey Board of Trustees, which reserves the right to change any and all fees and tuition in accordance with the Higher Education Restructuring Act. Tuition and fees must be paid in accordance with the payment schedules established for each semester. Information is effective as of July 1, 2026.

TUITION	
Gloucester and Cumberland County residents	$155.00 per credit
Out-of-County Residents[1]	$183.00 per credit
Rowan Partnerships Online	$200.00 per credit
High School Option (HSOP) *(no course fees for an unlimited # of courses)*	$85.00 per credit
High School Dual Credit *([‡] High School courses taught by approved high school faculty.)*	$50.00 per credit [‡]
Partnership Agreements *(discount applies only to tuition and per credit fees)*	33-50% Discount
Senior Citizen Discount *(discount applies only to tuition, no limit on number of courses)*	100% Discount
Military Students	$155.00 per credit
PER CREDIT FEES	
Admin Systems Fee	$14.00 per credit
General Service Fee	$48.00 per credit
Capital Construction Fee	$5.00 per credit
First Day Complete	$25.00 per credit
PROGRAM FEES	
Nursing and Health Professions fee is applied per semester *for students enrolled in Nursing, Health Professions, Dental & Radiography.*	$2,000.00
Auto Tech Fee is applied per semester *- beginning second academic term for students enrolled in Automotive Technology*	$1,500.00
Vet Tech Fee is applied per semester - *beginning second academic term for students enrolled in Veterinary Technology*	$1,500.00
COURSE FEES	
Fees are applied to courses according to the following categories. Please check the course description section to see which fees apply to your selected course(s).	
A. Computer Laboratory	$25.00
B. Materials Fee - Art (some courses), Civil Engineering, Drafting, Computer Graphic Arts	$40.00[×]
C. Materials Fee - Automotive Technology, Science	$95.00[×]
D. Materials Fee - BIOL 203, BIOL 221	$165.00
G. Lab Fee – 1 Contact	$155.00[×]
H. Lab Fee – 2 Contacts	$310.00[×]
I. Lab Fee – 3 Contacts	$465.00[×]
J. DMSI 120, 210, 255	$50.00[×]
K. Curriculum Review Fee	$618.00[×]
O. Online Technology Fee	$75.00
Q. Quickbooks – ACCT 207	$108.00[×]
W. BIOL 212 (Wetlands Institute)	$250.00[×]
Y. Honors Research – SCIN 201	$200.00[×]

ADDITIONAL FEES	
Late Payment Fee	$30.00
Payment Plan Fee	$50.00
Credit Card Processing Fee	2.99% per transaction
Returned Check Fee	¤ plus $30.00
Stop and Reissue Check Fee	¤ plus $30.00
Reissue Check Fee	¤ plus $30.00
Reissue NMTI Badge Fee	¤
ID card Replacement Fee	$10.00
CPR Card Fee	$25.00
ACT (Residual) Exam[°]	
LEXIS-NEXIS Annual Fee[°]	¤
CCMA Phlebotomy, EKG and Medical Assistant Fees[°]	¤
Nurse Entrance Test (NET) Fee[°ª+]	§
Nursing and PTA HESI Admission Assessment Exam Fee[ºª]	§ per test
Nursing HESI Exit Exam (NURS 245) Fee[ºª]	§ per test
PTA Exit Exam (PTAS 240) Fee	$125.00 per test
Radiography Exit Exam (RADT 205) Fee	$125.00per test
Radiography Review Course (RADT 205) Fee	$300.00 per student
Practical Nursing Exit Exam (PRAC 140) Fee	$81.00 per student
Practical Nursing Review Course (PRAC 140) Fee	$600 per student
CLEP/DSST Fees — Test Administration Fee Examination Fee	$25.00 per exam §
Other Standardized Tests Fee	§
Liability Insurance (Nursing and Health Professions students only)	¤
Library Membership Fee — Non-student County Residents**	$10.00 per annum
Transcripts (processing options)	$5.00 plus¤ per standard (3-5 business days) $10.00 plus¤ per expedited (next business day) $25.00 per same day
Replacement Diploma Fee	$35.00
Portfolio Assessment Prior Learning	$125.00
Laptop cost pass-through	$600-$800

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY		
Full-term Course *Prior to and during the first week of classes*	100% refund	
Full-term Course *After the first full week of classes*	0% refund	
Accelerated Courses *See Admin Procedure 6210 for the refund schedule*		
PRINT MANAGEMENT FEES		
(in excess of free copies allotted per semester)		
Black Ink	$0.07 per page	
Color Ink	$0.22 per page	
LIBRARY FINES		
Fines	$0.25 per day/per item	$10 maximum per item
Replacement	Cost of the item, plus $5 processing fee	
Withdrawn Item (item not being replaced)	Cost of the item	

OFFICE OF STUDENT AFFAIRS FINES			
Violation Type	**First Violation**	**Second Violation**	**Third Violation**
Alcohol Related	$50 Fine	$100 Fine	$150 Fine
Illegal Drug Related*	$100 Fine	$200 Fine	
Other Violations (includes obstruction/ disruption, failure to comply, and safety-related violations)	$50 Fine	$100 Fine	$150 Fine

***** *For violations dealing with the manufacturing, sale, purchase, or distribution of illegal drugs or controlled substances, all first time violations may result in expulsion.*

º *Fee subject to change*
¤ *Cost pass through*
§ *Cost pass through plus $30 administration*
[1] *Out-of-county students must apply for a Certificate of Residence (charge-back) from their home county as required by State Statute 18A:64A-23; 18A:64B-4.*
[2] *The NJVCC Online course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.*
[a] *Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately $30 to $50 per test) plus $25 fee to administer the test.*
+ *The NET is NOT required for applicants to Rowan College's Nursing program. Rowan College is a NET testing site for other Nursing programs.*
****** *County borrowers from communities not participating in the GOLD System.*
× *These course fees are in accordance with programs listed in the Academic Catalog.*

(Reference Board Policy 6011)

Rowan College
of South Jersey

Administrative Procedure: 6201
STUDENT PAYMENTS, DELINQUENT ACCOUNTS, AND REFUNDS

Student Payments

The College is sensitive to the financial hardships of its students and will make every effort to work with students so they may complete their education without adversely affecting their credit worthiness. However, the College must pay its bills and has established the following procedures to collect on unpaid accounts.

The College establishes payment due dates and deposit requirements which are widely advertised and expects students to honor their obligation. Please refer to specific deposit requirements for competitive programs; e.g., Nursing and Health Professions and Rowan Choice. Non-refundable tuition deposits will be maintained by the College under the student's account until the end of the academic year in which the deposit was required and then a new, non-refundable tuition deposit will be required for the next academic year.

Tuition and fees are due by the payment due date that is set for each semester. If a student registers after the payment due date, then payment is due at the time of registration. Payments can be made online (in full or payment plan with checking account information or credit/debit card), in-person (in full with cash, check, or credit/debit card), or by phone (in full with credit/debit card.) The College reserves the right to cancel previously registered courses of students who do not meet the payment deadlines.

Delinquent Accounts

Any balances still outstanding by the 10th day of the semester are reviewed by the Business Office and are considered delinquent. Future registrations are placed on hold and the student is notified by phone and email (First Notice).

Accounts still delinquent by mid-term are notified a second time by another phone call and email (Second Notice).

Accounts still delinquent at the end of the term are sent a detailed bill with an internal collection letter (Third Notice) advising that unpaid accounts may be forwarded to an outside collection agency.

If there is no response to the collection letter/bill, the student is sent a "60 Day Collection Letter" (Fourth Notice) warning that the account will be forwarded to an outside agency in 60 days if payment in full is not received or reasonable payment arrangements are not made.

If there is no response to the "60 Day Collection Letter", the student is sent a "30 Day Collection Letter" (Fifth Notice) warning that the account will be forwarded to an outside agency in 30 days if payment in full is not received or reasonable payment arrangements are not made.

If there is no response to the "30-day Collection Letter", the student is sent a "Final Notice" (Sixth Notice). This letter gives a specific date as to when the account will be placed with a third party collection agency if repayment is not made in full and provides the student with repayment options.

Students are continuously called and emailed throughout this process in an effort to collect the outstanding balance and avoid sending the student's account to an outside collection agency.

If there is no response to the Final Notice, delinquent accounts are placed with the College's third party collection agency chosen by request for proposal (RFP).

Accounts that remain delinquent with the collection agency are then reported to the credit bureau.

Payments collected by the third party collection agency are applied directly to the student's account.

The accumulation of outstanding accounts that are at least three years old are written off by the College at the end of each fiscal year. Any repayment received after the account is written off is still applied directly to the student's account and the write off is reversed by the Business Office.

Delinquent accounts, including write offs, remain on hold until full payment is received.

Refunds

Student refunds are processed in the Business Office each semester. Eligible refunds are mailed in the form of a check to the student at the address on file with the Office of Student Records. Financial Aid related refunds are processed in accordance with federal regulations within 14 calendar days of disbursement of financial aid funds. Non-financial aid related refunds are processed six to eight weeks after the start of the semester. Cash refunds are processed sooner if requested by the student.

Refunds are limited to per-credit tuition and fee charges and course material fees and are assuming that payment was made in full. If payment was not made in full, a balance may still be owed to the College and the collection attempts detailed above will be followed.

Refund checks returned to the Business Office for insufficient or incorrect addresses are held for pick up. Students are notified by phone and by email of the returned refund check.

Insufficient or incorrect addresses must be updated in the Office of Student Records before the returned refund check is released to the student.

Uncashed refund checks are held open for 180 days. Students with outstanding refund checks are notified once by phone and by email of the outstanding check as it approaches expiration. Stale dated checks are voided in the system and at the bank. Funds are returned to Title IV if applicable or escheated to the State of New Jersey.

Academic Course Refunds

Refund calculations for dropped courses are based on the date of the drop. Students receive 100% credit for courses dropped before the first day of the semester and during the first week of full-term courses only, 0% thereafter. Accelerated courses (14 weeks, 10 weeks, 7 weeks, 5 weeks, and 3 weeks) may also receive 100% credit for courses dropped on the first Monday – Wednesday of the specific accelerated term. One-week courses may receive 100% credit if dropped on the first Monday of the specific accelerated term.

Career Technical Education (CTE) Course Refunds

Refund calculations for dropped courses is 100% before the course begins. The refund process will be made as follows:

- 100% refund prior to the first class meeting
- 50% refund on or after the first class meeting
- No refund after the second class meeting

These refunds are limited to tuition and fee charges and course material fees, assuming that payment was made in full. If payment in full was not received, a balance may still be owed.

Area: Finance
Approved: 07/01/19, 6/20/23, 07/30/24
Revised: 05/06/25

President's Authorization: 

References:

Rowan College of South Jersey Board of Trustees Policy Manual*, 6201 Student Payments, Delinquent Accounts, and Refunds*

General Payment Information

- Payment for courses is due by the applicable payment due date. If registration for courses occurs after the payment due date, payment is due on the day of registration.
- RCSJ does NOT mail semester bills. Upon registration, a bill is automatically generated. To view or pay your bill online:
- **Gloucester:** please log in to the Portal and click the "Term Bill" link on the student page heading. Payment options are located at the bottom of the page.
- **Cumberland:** To view or pay your bill online, please log in to Self-service and click the "Student Finance" link, then click on the term or make a payment.
- Failure to pay for courses can result in the dropping of classes, holds on your student account that prevent further registration and the viewing of grades and transcripts, or collection attempts.
- A student who decides not to attend a class(es) must officially drop the course(s) by either going online within the specified time frame or via a Schedule Change form in person with an Academic Advisor. Not attending does not excuse your bill.

Payment Options

Rowan College of South Jersey offers many ways to make financing one's college career convenient and attainable. Payments can be made in person, online or over the phone.

- **Gloucester:** There are payment plans available for the fall, spring and summer semesters. A non-refundable $40 fee is due at the time of enrollment along with the first payment. All payments must be made electronically through a credit card, debit card, checking account or savings account. There is no monthly billing. **FOR MORE INFORMATION** on payment options, please visit **RCSJ.edu/admissions-aid/paying-for-college/business-office/**
- **Cumberland:** There are payment plans available for the fall and spring semesters. A non-refundable $25 fee is due at the time of enrollment along with the first payment.

Payment plan students who drop classes or withdraw are not exempt from the normal refund calculation. Considering the timing of the drop and payments received, a balance may still be due.

Books

RCSJ is part of Barnes & Noble's First Day Complete program. As part of this program, students pay a per-credit fee for access to their course materials for their courses. More information is available at **RCSJ.edu/admissions-aid/paying-for-college/first-day-complete/**

Unregister, Drops and Refunds

Students who wish to officially unregister from their courses may do so through their portal or meet with their advisor to submit the proper unregister paperwork to the One Stop. Please be mindful of refund periods.

Students who wish to drop a course beyond the unregister deadline must meet with their advisor to complete the drop form. Please note that dropping the course does not have an impact on the GPA, will not remove the course from the permanent academic record, and the student is fully responsible for the cost of the course.

FOR MORE INFORMATION about withdrawals and financial aid, please see page **96**.

Senior Citizens

Senior citizens (age 60+ with proof of age) who reside in Gloucester or Cumberland County will be eligible for reduced tuition rates for credit courses as long as there is space available and there is no additional cost to the College as a result of the reduction. The reduced tuition rates will be determined periodically by the Board of Trustees. All other applicable fees and costs must be paid. The waiver amount is calculated and applied by the Bursar and/or designee.

To receive this waiver, senior citizens should apply to the College through the Office of Admissions and provide proof of age to the One Stop. The waiver is contingent on a lack of federal or state financial aid.

(Reference Board policy and Administrative procedure 7113)

Chamber of Commerce Education Partnership (CCEP) Discount

Bridgeton, Gloucester County, Greater Vineland and Millville Chamber of Commerce members and their employees are eligible for a 33% discount on tuition and per credit fees in the fall and spring semesters.

FOR MORE INFORMATION on how to enroll and receive the discount, go to: ***RCSJ.edu/about/advancement/industry-partners/ccep/***

Emergency Medical Services Tuition Credit

Volunteer Fire Fighters and Emergency Medical Technicians receive a tuition credit of $300 each semester for a total of $600 total per year toward their RCSJ education. To receive credit, a letter of good standing with a raised seal from the Volunteer's Fire Company or municipality must be submitted to the RCSJ Business Office. For additional information, contact ***businessoffice@RCSJ.edu.***

Inspira Premier Partnership Discount

Full-time, part-time, and per-diem employees of Inspira are eligible to receive a 50% discount on tuition and per-credit fees on credit-bearing degree and certificate programs when they enroll in any of RCSJ's 100+ programs. Additional education benefits through Inspira, including tuition assistance and textbook reimbursement, are available to full and part-time Inspira employees.

FOR MORE INFORMATION on how to enroll and receive the discount, go to ***RCSJ.edu/about/advancement/industry-partners/premier-partners/inspira/***

Rastelli Premier Partnership Discount

Rastelli employees may be eligible to receive a 40% tuition and per-credit fee discount on credit-bearing degree and certificate programs.

FOR MORE INFORMATION on how to enroll and receive the discount, go to ***RCSJ.edu/about/advancement/industry-partners/premier-partners/rastelli/***

Acenda Integrated Health Premier Partnership

Acenda employees may be eligible to receive a 40% tuition and a per credit fee discount on credit-bearing degree and certificate programs.

FOR MORE INFORMATION on how to enroll and receive the discount, go to ***RCSJ.edu/about/advancement/industry-partners/premier-partners/acenda/***

Form 1098-T

Students may be eligible for a federal education tax credit, depending on their income (or household income, for dependent students), full or half-time enrollment status, and the amount of qualified tuition and related expenses (QTRE) for the year.

Rowan College of South Jersey mails 1098-T forms to all eligible students at the address that is on file with Student Records. Gloucester students should log into the RCSJ Portal to access their student account, and Cumberland students should go into their Self Service account and choose the Tax Information tab. If there are any inaccuracies on Form 1098-T, students must alert the Business Office before March 15. Figures are reported to the IRS by Social Security Number (SSN). If a student's SSN is missing or incorrect, the IRS will not receive correct information.

In 2017 and prior years, the 1098-T included a figure in Box 2 that represented the QTRE that was billed to the student's account for the tax year. Beginning with the 2018 tax year, IRS regulations now require colleges and universities to report payments in Box 1 of the 1098-T form. Students will see a figure in Box 1 that represents the amount of QTRE paid during the year.

The College is unable to determine if students are eligible for a tax credit and is not permitted to provide tax advice. Students with questions should seek the counsel of an informed tax preparer or advisor.

Chargeback Policy

Out-of-County Students

Students who live in a New Jersey county, other than Gloucester or Cumberland, whose county college does not offer the desired program are eligible for "chargeback" benefits and are entitled to pay in-county tuition rates for an approved program. To apply for the chargeback program, students must first obtain from their home county college a Certification of Eligibility for Chargeback Assistance form stating that the chosen program is not available there. The student is responsible for re-applying each semester for a chargeback and adhering to established deadlines.

(Reference Board policy 8403)

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Charge-Back Policies

Out-of-County Students

Students who reside outside of Cumberland or Gloucester Counties are required to obtain a Chargeback form.

The Chargeback form must be processed with the community college in their county for every semester of attendance to receive a reduced tuition rate. Eligible out-of-county students are responsible only for the reduced in-county tuition cost, and their home county will provide the additional out-of-county cost.*

Deadlines for submitting and processing a Chargeback to RCSJ can be found on our website at **RCSJ.edu/admissions-aid/paying-for-college/**.

Please note that your county deadlines for processing a Chargeback may differ from RCSJ and must be processed accordingly. Contact the One Stop Enrollment Services to obtain a Chargeback Certification form.

** Will not charge the surcharge until further notice*

In-County Students

In-county students attending out-of-county schools should process a Chargeback form. Students processing the chargeback for the first time must include the following:

1. Accuplacer scores or an unofficial transcript to determine
2. eligibility for approval,
3. Current course schedule or admission letter listing the major, and
4. A state issued ID (license) or student ID card.

Subsequent chargebacks will require a current student course schedule and ID. This documentation should be submitted to the One Stop.

Residency

Tuition rates are adjusted based on a student's address. It is the student's responsibility to officially update Student Records of any change in address. Changes made after the 10th day of the semester will not affect tuition rates until the following semester. Address changes will not be back dated. Students who reside in either Cumberland or Gloucester County are not charged out-of-county fees.

Rowan College
of South Jersey

Administrative Procedure: 8401
FINANCIAL AID

The College administers financial assistance programs that include federal and state loans and grants, work-study opportunities, and scholarships. The Office of Financial Aid at the Cumberland and Gloucester campuses has been established to assist students, parents, and guardians.

To understand eligibility criteria for these resources, the obligations the student assumes (e.g. debt for loans, work requirements, etc.) the Satisfactory Academic Progress ("SAP") required by federal and state regulations, and the mandated deadlines associated with each fund source the students should thoroughly avail themselves of the following College resources:

- RCSJ Website
- RCSJ Catalog
- Office of Financial Aid
    - Cumberland Campus - (856) 691-8600, x 1336
    - Gloucester Campus – (856) 415-2210

Free Application for Federal Student Aid

The Free Application for Federal Student Aid (FAFSA) is used to collect financial information to determine a students' financial need. Students must submit the FAFSA to the Federal Student Aid Programs Processor where it is evaluated and financial need is determined. The Federal Student Aid Programs Processor does not award financial aid, but determines financial need through the use of the congressional methodology formula. The FAFSA is used to determine eligibility for federal and state aid programs.

In addition to the FAFSA, New Jersey residents that are not US citizens or eligible noncitizens may complete the New Jersey Alternative Financial Aid Application to apply for state based financial assistance.

The FAFSA and the New Jersey Alternative Financial Aid Application must be submitted each year to be considered for financial aid. The FAFSA is available online at ***fafsa.gov.*** The New Jersey Alternative Financial Aid Application is available online at ***hesaa.org.***

Financial Aid is available in different forms, grants and scholarships which do not have to be repaid, loans which are repaid after graduation or withdrawal from college, and work-study (usually 17 hours per week). Aid is based on the student's financial need and is the difference between the total cost of attending college and the total financial resources available to the student. To be eligible for any aid administered by this College, one must be admitted and matriculated at the College and meet the requirements of the various programs and/or donors. The College considers financial aid to students as a partnership with the students. All students enrolled for one or more credits are eligible for consideration of financial aid. The College has no specific deadline for filing the FAFSA, but students are encouraged to file by May 1 to ensure their files are processed prior to the fall billing deadline. Applications received after June 1 will be evaluated for financial aid according to remaining funds.

The Office of Financial Aid will process financial aid award requests on an ongoing basis up to the last day of the semester the student is enrolled.

Area: Student Services
Approved: 06/09/20, 07/13/21
Revised: 01/20/26

President's Authorization: 

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8401 Financial Aid* and *8402 Satisfactory Academic Progress*

Administrative Procedure: 8401 Financial Aid

Rowan College
of South Jersey

Policy: 8402
Title: **SATISFACTORY ACADEMIC PROGRESS**
Area: Student Services
Approved: 01/20/26

Satisfactory Academic Progress

Satisfactory Academic Progress denotes a student's successful completion of coursework toward a degree. The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress" for students receiving federal financial aid. The Satisfactory Academic Progress applies to all terms regardless of whether financial aid was received. Satisfactory Academic Progress at Rowan College of South Jersey (RCSJ) will be evaluated for all students (full or part-time) at the end of each semester.

Purpose:

To ensure that students receiving federal financial aid are making satisfactory academic progress toward their educational goals.

Policy:

In accordance with federal regulations and guidelines provided in the Federal Student Aid Handbook, the institution will evaluate students' academic progress at the end of each semester. Academic progress is measured against the students active Program Version and maximum timeframe towards a student's academic program.

Standards:

1. **Qualitative Measure:**
   Students must maintain a minimum cumulative GPA of 2.0 (or equivalent) at the end of each term.
2. **Quantitative Measure:**
   Students must successfully complete at least 67% of the coursework attempted each term. If the number of completed hours drops below 67%, the student will no longer be eligible for financial aid. Completed hours include all hours completed at RCSJ as a matriculated or non-matriculated student as well as transfer hours,

whether the student earns a grade or receives credit. Successful completion of a course means the student received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, PA, PB, PC, or PP.

3. **Maximum Timeframe:**
   Students must complete their educational program within 150% of the published length of the program. If the published number of hours required for graduation is 60, an RCSJ student may not complete more than 90 credit hours (60 x 1.50= 90) and continue to receive financial aid.

Evaluation:

Academic progress will be evaluated at the end of each semester to determine eligibility for continued financial aid. Academic progress evaluation will be made against the student's active program versions.

Financial Aid Warning:

RCSJ utilizes the Financial Aid Warning as a part of the review of Satisfactory Academic Progress.

Warning status lasts for one term, during which the student may continue to receive federal student aid funds, without an appeal, even though the results of the Satisfactory Academic Progress evaluation indicate that the student is not meeting one or more of the standards.

Students who fail to make satisfactory academic progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on continued probation.

It is possible that a student could receive more than one financial aid warning period during the student's enrollment at RCSJ. For example, the student may be placed on a financial aid warning for the spring term, following the review of the fall term, because the student is not meeting one or more of the Satisfactory Academic Progress evaluations. The student could meet the requirements after spring and then fail to make Satisfactory Academic Progress during the subsequent fall term. The student could again be placed on financial aid warning. The only stipulation is that a student cannot have successive periods in financial aid warning status.

Change of Major:

A student may change from one degree to another during attendance at RCSJ. Students who change majors or change programs are still held to the 150% maximum time frame rule. All applicable credits attempted from each major/program will count as attempted hours for the new major/program. The 150% maximum limit will be measured based on the number of credits required for the new major/program.

Dual Degree/Double Major:

Students must maintain Satisfactory Academic Progress. All courses must count towards a student's program of study. All courses attempted will be evaluated for Satisfactory Academic Progress at the end of each semester.

Second Degree:

RCSJ will process financial aid for eligible Title IV recipients attempting a second degree. Degree credits from the first degree that are applied to second degree will be counted towards the 150% measure in the second degree. Students must meet with their Academic Advisor to complete a degree audit prior to their financial aid eligibility being determined.

3+1 Program:

Students participating in the 3+1 program will be evaluated in the same manner as Second Degree evaluations. Students must meet with their Academic Advisor to complete a degree audit prior to their financial aid eligibility being determined.

Audited Courses:

Audited grades are not counted in the Quantitative or Qualitative calculations.

Remedial Coursework:

Remedial coursework will be counted towards determination of a student's Quantitative percentage. A student may receive federal aid for up to one academic year's worth of remedial coursework. For the purpose of this limit, that is 30 semester hours.

Transfer Credits:

Transfer credits, accepted by RCSJ, will be added to the attempted/earned credit hours in order to determine the number of credits a student should attempt and earn towards their RCSJ program. Transfer Credits will be included in Satisfactory Academic Progress standards calculations.

Amnesty Grades:

Academic Amnesty does not override, overturn, or overrule the Office of Financial Aid academic progress calculation. The credits that were included in the Academic Amnesty will still be used in determining the students' academic progress.

Amnesty grades are included in the financial aid Satisfactory Academic Progress calculation. Federal regulations do not allow for Academic Amnesty; therefore, expunged grades cannot be excluded from evaluation.

Repeated Courses:

Federal Regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, PA, PB, PC, or PP. is received. All repeated courses are included in the total attempted hours for Satisfactory Academic Progress evaluation**.** Repeating courses to get a higher passing grade will negatively affect your completion rate.

Appeals:

Students not meeting Satisfactory Academic Progress may appeal for consideration of financial aid. To appeal for the reinstatement of financial aid eligibility, students should complete and submit the Satisfactory Academic Progress appeal to the Office of Financial Aid indicating the extenuating circumstance(s) (i.e. personal illness, injury, medical problems, undue hardship, death of parent or immediate family member, or other special circumstances) that may have prevented the student from performing at their academic best.

The appeal form must be accompanied by supporting documents. Appeals without documentation will be denied. Verbal appeals will not be considered.

Appeal Deadlines:

- Appeals for the Fall semester must be submitted by October 1st.
- Appeals for the Spring semester must be submitted by February 15th.
- Appeals for the Summer semester must be submitted by June 1st.

Probation:

Students whose appeals are approved will be placed on financial aid probation and must meet specific conditions to continue receiving aid. All students on Probation must complete a Satisfactory Academic Progress Plan, indicating the course to be taken in the probationary term. All courses listed on a Satisfactory Academic Progress Plan must apply to the student program, be successfully completed, and a term GPA of 2.0 must be achieved.

Reinstatement:

Financial Aid Eligibility can be reinstated if:

- A student enrolls in courses and successfully completes enough credits to regain Satisfactory Academic Progress; and
- Retakes failed course to raise a GPA to the cumulative 2.0 requirement (GPA's do not transfer from other schools).

Satisfactory Academic Progress Suspension:

If the student fails to meet Satisfactory Academic Progress standards or the requirements set forth in the Satisfactory Academic Progress Academic Plan, the student will be placed on Satisfactory Academic Progress suspension. The student is ineligible for financial aid with this status. A student with Satisfactory Academic Progress suspension status will remain ineligible for financial aid until the student meets the minimum Satisfactory Academic Progress Policy requirements of a 2.0 cumulative GPA and a cumulative 67% completion rate.

Federal Regulations:

This policy complies with the requirements set forth in 34 CFR 668.34 [1].

Federal Student Aid Handbook:

Guidelines for Satisfactory Academic Progress are detailed in the Federal Student Aid Handbook, Volume 1, Chapter 1, and Volume 2, Chapter 3 [2].

References:

[1] eCFR :: 34 CFR 668.34 -- Satisfactory Academic p\Progress

[2] Satisfactory Academic Progress | Knowledge Center – Federal Student Aid Partner Connect

Rowan College of South Jersey Board of Trustees Policy Manual and Administrative Procedure, *8401 Financial Aid*

Policy: 8402 Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) — Financial Aid

Rowan College of South Jersey is required by Federal and State regulations to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving financial aid.

The Office of Financial Aid will evaluate SAP after the spring semester (or once a student's FAFSA is received).

A student's entire RCSJ transcript and records from other institutions (transfer credits) will be used to calculate academic progress.

In order to remain eligible to receive federal and state financial aid, students must continue to meet SAP requirements. Eligibility requirements for assistance from the federal and state financial aid programs are contingent on students meeting the minimum Qualitative (GPA) and Quantitative (pace) standards within a Maximum Time Frame (150%).

All students who have attempted 12 or more credit hours and who are failing to make SAP are ineligible to receive federal and state financial aid. Students will be notified of their SAP status via the student's Rowan College of South Jersey-issued email. Additionally, students can view their status on the Portal.

Qualitative Standard

Students must maintain the following minimum cumulative grade point average (GPA), depending upon the number of hours attempted:

Hours Attempted	*Minimum GPA*
12–67+	2.000

Quantitative Standard

Students must complete a minimum of 67 percent of all credits attempted to be considered making the quantitative standard. Satisfactory completion is defined as a letter grade of A, A-, B+, B, B-, C+, C, C-, D, or P. Unsatisfactory completion is defined as a letter grade of F, I, W, NA, FA, or NP.

Appeal Process

Students found to be ineligible to receive federal and state financial aid are able to appeal their status to the Student Financial Aid Committee. All student appeals must include:

- A completed Rowan College of South Jersey Academic
- Progress Appeal form
- An explanation as to why the student failed to meet SAP requirements for each unsuccessful grade
- An explanation as to what has changed that will allow the student to meet the SAP requirements moving forward
- Supporting documentation for any claims in the student's explanation

Details of the Appeal Process

- The appeal process may take up to 30 days to be reviewed. Students may appeal only one time per mitigating circumstance. The Student Financial Aid Committee will not accept a verbal appeal.
- Appeals and all supporting documents are encouraged to be submitted at least 30 days prior to the start of the semester to ensure the appeal is reviewed before the start of the semester.
- Appeals and supporting documents must be submitted by the established deadlines each semester.
- Approved appeals will not be retroactively approved for any previously completed term.
- If the appeal is denied or not completed by the start of the semester, the student may enroll using his/her own resources.
- If an appeal is granted, the student is then placed on an Academic Plan.

Probation without an Academic Plan

The Financial Aid appeals committee will determine whether the student is likely to meet academic progress standards following the probation period. If the committee finds that it is possible for the student to make academic progress following the probation semester, the student may not be required to be placed on an Academic Plan. Should the student still not meet the minimum SAP standards after the one semester of Probation, the student will lose their financial aid eligibility.

However, students who meet the below Qualitative and Quantitative criteria will automatically be put on probation and will not need an academic plan:

Hours Attempted	*Minimum GPA*
12–24	1.450-1.499
25–67+	1.550-1.599

Academic Plan

If it is determined that a student will take more than one semester to meet academic progress standards, the student must be placed on probation with an Academic Plan. The Academic Plan is set up to help the students meet the minimum standards for academic progress. The student must come to the Office of Financial Aid to complete the Academic Plan form.

At the end of the probationary semester, the Office of Financial Aid will determine if the student is meeting the minimum standards for SAP.

1. If the student is meeting the minimum standards for SAP, the student will no longer be considered on a probation status for financial aid.
2. If the student is not meeting the minimum standards for SAP, the Office of Financial Aid will determine if the student has met the terms of his/her Academic Plan.
   a. If the terms of the Academic Plan are met, the student will be eligible to continue on an academic plan.
   b. If the terms of the Academic Plan are not met, the student will be ineligible for financial aid until the student meets the minimum standards of SAP.

Reinstatement

Students who fail to maintain SAP have the option to attend courses at Rowan College of South Jersey and pay their institutional charges without financial aid assistance. Should the student obtain the minimum Academic Progress Standards, the student must notify the Office of Financial Aid.

Minimum Time Frames

Federal regulations limit the receipt of federal financial aid to no more than 150% of the coursework required to complete any degree or certificate. Therefore, no further aid will be awarded when a student has attempted 150% of the credit hours needed to complete an associate degree program or one-year certificate program.

Example: An Associate Degree requiring 60 credit hours (150% of 60 = 90)

Example: A One Year Certificate Program requiring 30 credit hours (150% of 30 = 45)

- Developmental/remedial courses will not be included in the hourly limitation
- Transfer credits accepted toward a degree or certificate program will be included in the hourly limitation

Foundational Coursework

Foundational coursework will be counted towards determination of a student's Quantitative percentage. A student may receive federal aid for up to one academic year's worth of foundational coursework. For the purpose of this limit, that is 30 semester hours.

Transfer Credits

Rowan College of South Jersey will count transfer credit hours that are accepted toward a student's educational program as both attempted and completed. Transfer credits are not counted in GPA. Transfer coursework is added to a student's RCSJ transcript following an evaluation.

Repeat Coursework

Per regulatory changes effective July 1, 2011, Rowan College of South Jersey may pay financial aid for only one retake of any previously passed course. All attempted coursework will be used to determine Quantitative and Qualitative progress.

Withdrawal Grade

A student who officially withdraws from a course will receive a grade of "W," which will not affect the student's GPA but will affect the student's Quantitative Progress.

Incomplete Grades

A student who has received a grade of "I" will receive an incomplete for that course. The incomplete course must be completed by the end of the next semester. The grade of "I" will affect the students' Quantitative Progress. Incomplete grades that are not completed will be automatically changed to an "F" and will affect both the Quantitative and Qualitative Progress.

Academic Amnesty

Rowan College of South Jersey Academic Amnesty does not override, overturn or overrule the Office of Financial Aid academic progress calculation. The credits that were included in the Academic Amnesty will still be used in determining students' academic progress.

Audit Grades

If a student wishes to attend a class but does not wish to receive a grade or credit, the student may choose to audit

the course. Audited grades are not counted in the Quantitative or Qualitative calculations and are not covered by financial aid.

Second Degrees

RCSJ will process financial aid for eligible Title IV recipients attempting second degrees. Degree credits from the first degree that are applied to a second degree will be counted towards the 150 percent measure in the second degree. Students must meet with their Academic Advisor to complete a degree evaluation prior to their financial aid eligibility being determined.

(Reference Board policy 8401)

Course in Program of Study

Federal regulations require that Title IV funding (Pell, SEOG, Federal Loan programs, etc.) may only pay for courses required in the student's program of study (major). Courses outside the program of study are not eligible for Title IV funding. To confirm any registered course(s) apply to their declared program of study, students should run a degree evaluation via the RCSJ student Portal.

Grants and Scholarships

The Rowan College of South Jersey Foundation

The Rowan College of South Jersey Foundation offers numerous academic and program-based scholarships each year to qualified students who are enrolled on a full- or part-time basis. Some scholarships are sponsored by area clubs, organizations, businesses, industries, or individual donors. Scholarships are available for incoming students as well as currently enrolled students. The criteria of each scholarship vary depending upon the scholarship classification, program of study, or other requirements determined by the donor. Certain scholarships may be applied toward tuition, while others may be applied toward textbooks.

To qualify, students generally must be in good standing and:

1. Have an above-average academic record (GPA of 2.5 or higher)
2. Demonstrate financial need
3. Submit a Rowan College of South Jersey online scholarship application through the online application portal
4. Meet other criteria outlined by individual donors

Scholarships are advertised online at the beginning of the spring semester and awarded in the summer for the upcoming academic year.

LIFE HAPPENS grants are a need-based grant for individuals experiencing financial hardship. Students who are facing financial hardship are welcome to apply for this one-time grant of up to $1000 for tuition and lab kits. Laptops and other educational materials. Not all students qualify for this grant, but every student application is given consideration based on individual circumstances.

FOR MORE INFORMATION scholarship opportunities are posted on the College website at ***RCSJ.edu/admissions-aid/paying-for-college/scholarships/.***

Cumberland County Campus Educational Foundation

The Cumberland County Campus Educational Foundation aims to provide access to quality education and foster lifelong relationships. Through scholarships and program support, the Cumberland County Campus Educational Foundation helps Cumberland campus-based students achieve their educational and career goals. The Cumberland County Campus Educational Foundation is a 501(c)(3) fully integrated charitable organization that raises funds to help students achieve their dreams. For Cumberland campus-based students to apply: To apply for a Foundation scholarship:

1. Visit the Award Spring at ***CumberlandFoundation.org/Scholarships*** between October and April to view all scholarship opportunities
2. Click "Sign Up" to create a student account
3. Complete the General Application and submit the required documents
4. After submitting the General Application, click View Opportunities to review the scholarship(s) recommended for you
5. Follow the prompts to apply for each recommended scholarship. Answer the additional questions required for each scholarship.

FOR MORE INFORMATION *learn more at* ***CumberlandFoundation.org*** *or email mleblanc@cumberlandfoundation.org*

Presidential Start Smart Scholarship

In cooperation with the Rowan College Foundation, the College has established the "Presidential Start Smart

Scholarship," an initiative created to provide qualified first-year students with a $1,000 tuition award.

FOR MORE INFORMATION please contact Financial Aid.

School Counts! Scholarship Program with Rowan University

Rowan University is proud to join with Rowan College of South Jersey to award School Counts! Scholarships to qualifying students who are accepted to Rowan University upon graduating from RCSJ.

Requirements of School Counts! Students to Receive Funding from Rowan University:

- Must be a resident of Cumberland County
- Must receive an Associate Degree from RCSJ
- Must be accepted at Rowan University
- Must achieve and maintain the minimum GPA within the student's chosen major
- The funding pays as a "Last Dollar" scholarship after all applicable financial aid has been applied. Students are required to submit a FAFSA and meet all financial aid requirements

Gloucester County Intern Scholarship Program (ISP)

The Gloucester County Board of County Commissioners, in cooperation with Rowan College of South Jersey, has established the Gloucester County Intern Scholarship Program, an initiative created to provide qualified, first-year students with a potential two-year tuition and fees award, along with field-specific work experience. More information on this program is available from the Internship and Career Planning division on page 107.

Pell Grants

Undergraduate students with financial need are eligible for consideration. The federal Pell grant is available for up to

12 semesters of full-time enrollment. Students may only receive up to 600 percent of their Lifetime Eligibility Used (LEU) and may review their LEU at ***studentaid.gov*.**

Federal Supplemental Educational Opportunity Grants

Undergraduate students with the highest financial need are eligible for consideration. Grants are awarded for up to $1,000 per year based on available funds.

Federal Work-Study Program

Rowan College of South Jersey offers a limited number of part-time jobs on campus to students. Work-study awards are based upon the amount of available funds and student financial need. Students interested in a work-study position should contact the Office of Financial Aid.

Tuition Aid Grants (TAG)

Tuition Aid Grants are awarded to full- and part-time undergraduate students demonstrating financial need. Eligibility is determined by the New Jersey Higher Education Student Assistance Authority based on the information reported on a student's FAFSA. Students can receive up to five full-time payments of TAG at RCSJ

New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program

NJ STARS provides qualified Gloucester, Cumberland, and eligible out-of-county high school graduates with free tuition, up to 18 credits, to attend Rowan College of South Jersey.

Students must meet the following criteria, as outlined by the State of New Jersey:

- A student must be a New Jersey resident for at least one
- year, rank in the top 15 percent of their junior or senior class, and enroll as a full-time, degree-seeking student at RCSJ
- no later than the fifth semester following high school graduation.
- NJ STARS students must apply for all forms of Federal and State grants yearly and have a completed file with RCSJ and the State of NJ within the established State deadlines each semester.

NJ STARS students who earn their associate degree from RCSJ and graduate with a GPA of 3.25 or higher, may qualify for the NJ STARS II program toward tuition at a four-year New Jersey institution. The NJ STARS program and requirements are established by the New Jersey Legislature. **FOR MORE INFORMATION,** visit **RCSJ.edu/admissions-aid/collegiate-high-school/nj-stars/** or ***njgrants.org*** for updates on the program or contact *NJSTARS@RCSJ.edu.*

Edward J. Bloustein Distinguished Scholars Program

Students demonstrating the highest level of academic achievement based on high school records and Scholastic Aptitude Test (SAT) scores will be selected for consideration by their secondary schools. Award amounts are determined by the New Jersey Higher Education Student Assistance Authority (HESAA). Financial need is established by filing the FAFSA. Scholarship is for NJ residents who graduated in 2010.

External Scholarships

As external businesses and organizations notify the College of scholarship opportunities, the information is posted on the Rowan College of South Jersey website on the Scholarship page at **RCSJ.edu/admissions-aid/paying-for-college/scholarships/**

Scholarships are offered to qualified students by local clubs, organizations, businesses, and industries. External scholarship recipients are selected by the organization or business offering the award. To qualify, applicants generally must:

1. Have an above-average academic record (GPA of 2.5 or better)
2. Show financial need
3. Provide a letter of recommendation from a faculty member, high school guidance counselor or teacher
4. Meet other criteria outlined by the individual donor

Students can also learn more by contacting the external scholarship donor.

Community College Opportunity Grant (CCOG)

The Community College Opportunity Grant is a last-dollar program that may pay tuition and approved fees up to 18 credits per semester for eligible students. Students must be enrolled for a minimum of 6 credits per semester. Grant amounts are determined by the Adjusted Gross Income (AGI) used on the FAFSA application annually.

Veterans' Programs

Veterans' Benefits

Rowan College of South Jersey is approved by the New Jersey Department of Higher Education State Approving Agency under Title 38, U.S. Code, Section 1775 for Veterans' training. Students must apply by using the VONAPP application for Chapters 30, 33, 35, 1606 and 1607. Fry Scholarship and Vocational Rehabilitation students (Chapter 31) must also use the VONAPP application.

Students must provide a DD-214 and Certificate of Eligibility for benefit certification. Priority Registration is available for all Veteran and dependent students.

VA Pending Payment Provision

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school **will not:**

- Prevent the student's enrollment;
- Assess a late penalty fee;
- Require students to secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on
- VA Form 28-1905 by the first day of class.
- *Note*: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 students cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written requests to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Students interested in utilizing their military benefits at Rowan College of South Jersey should register with our Military Services Office.

Gloucester campus	856-468-5239
Cumberland campus	856-200-4763

Gloucester County Veterans Scholarship Program

Rowan College of South Jersey and the Rowan College Foundation at Gloucester County have partnered to establish the Gloucester County Veteran Scholarship Program (GCVSP), an initiative created to honor and support our veterans by providing a quality education at an affordable cost. Additional scholarships for veterans are also available through the Rowan College Foundation at Gloucester County and can be applied for during the scholarship enrollment period.

Tuition Waiver Programs

New Jersey National Guard Free Tuition Program

This program is available to any active members in good standing of the New Jersey National Guard. Per N.J.S.A. 18A:62-1, guards may receive up to 16 credits per semester tuition free, provided they are enrolled in degree-seeking programs as undergraduate students in good standing and have applied for financial aid. Students will not be reimbursed for payments toward tuition and are still responsible for payment of program and course fees. Any guardsmen wishing to use the Free Tuition Program must provide a valid Commanders Certificate, DD-214 and waiver application within 30 days of enrolling for courses each semester. Tuition Assistance is available for all Active Service members.

Individuals interested in using their VA education benefits should contact the Office of Military Services.

Gloucester Campus:

Terri Germano, Certifying School Official
tgermano@RCSJ.edu
856-464-5239
RCSJ.edu/student-services/campus-services/military-services/

Cumberland Campus:

Michael Bate, Certifying School Official
mbate@RCSJ.edu
856-468-5000 x 6412
RCSJ.edu/student-services/campus-services/military-services/

Unemployment Tuition Waiver

The Unemployment Tuition Waiver is available to students who meet the criteria established by the New Jersey Department of Labor. The tuition waiver is issued by a New Jersey One-Stop Career Center and not by the College.

Approved students may enroll at Rowan College of South Jersey and have tuition costs and related fees waived. Prior to enrolling, students must apply for financial aid and provide the Office of Financial Aid with their Tuition Waiver form, listing approved courses, as well as complying with all requests for additional documentation. Individuals must not be in default status for any student loan.

Students cannot enroll prior to the first day of classes and must follow the Unemployment Tuition Waiver Policy, which is available on the College website.

FOR MORE INFORMATION visit **RCSJ.edu/admissions-aid/paying-for-college/financial-aid/types-of-aid/** or contact:

Gloucester campus: Office of Financial Aid, 856-415-2210

Cumberland campus: Workforce advisor, 856-200-4703

Special Circumstances

The Financial Aid office at RCSJ recognizes that the financial information supplied by the FAFSA may not be an accurate reflection of a student's current ability to pay for college. If a student, or anyone who is a contributor on the FAFSA application, has suffered a loss or reduction in income, other than by voluntarily leaving one's job, please contact the Financial Aid Office and request a Special Circumstances Appeal. Other forms for Special Circumstances include divorce, unusually high medical expenses, and unusually high out-of-pocket primary or secondary educational expenses.

Unusual Circumstances

To file your FAFSA as an Independent Student, you must meet certain criteria. The Financial Aid Office recognizes that not all students that are required to provide biological or adoptive parent information on the FAFSA due to a documented reason such as abuse or neglect, please contact the Financial Aid Office and request an Unusual Circumstances Appeal/Dependency Override.

Loans

William D. Ford Federal Direct Loan Program

Direct Loans provide low-interest assistance to students and parents to help pay for higher education. The lender is the U.S. Department of Education rather than a bank or other financial institution.

To be eligible for the Federal Direct Student Loan program,

the student must complete the FAFSA, have enrolled for six credits at the time of disbursement, be in good academic standing, not have defaulted on a prior student loan or be in an over-payment status on any federal grant or loan.

The steps to apply for the Federal Direct Student Loan program are:

1. Have a current, complete and valid FAFSA on file with Rowan College of South Jersey
2. Complete all requests for additional information with RCSJ
3. Accept loans via student portal or complete a loan request form in person
4. Complete the Master Promissory Note (MPN) online at *studentaid.gov*
5. Complete the Entrance Counseling online at ***studentaid.gov***

Students who are graduating, transferring or leaving Rowan College of South Jersey must complete an exit interview at ***studentaid.gov***.

—Contact the Office of Financial Aid—

Gloucester campus
Phone: 856-415-2210
Email: *financialaid@RCSJ.edu*
RCSJ.edu/admissions-aid/paying-for-college/financial-aid/

Cumberland campus
Phone: 856-200-4848
Email: *financialaid@.RCSJ.edu*
RCSJ.edu/admissions-aid/paying-for-college/financial-aid/

A General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate, and Certificate Programs in New Jersey's Community Colleges

(1997 Adoption, 2007 Reaffirmed, August 15, 2007 Revision, September 6, 2011 Revision)
Approved by Presidents April 22, 2022

General Education Goal(s) addressed								Course Categories (Goal Categories)	AA credits	AS credits		AAS, AFA AS Nursing credits	Certificate credits
1								**Communication** (Written and Oral Com.)	9	6		6	3
	2	**3**	**4**					**Mathematics – Science – Technology** **Mathematics 3-4 cr.** (Quant. Knlg. & Skills) **Science 3-4 cr.** (Sci. Knlg. & Rsng.) **Technological** Competency **0-4 cr.**	6	9		3	3
				5				**Social Science** (Society and Human Behavior)	6	3	3	3	
					6			**Humanities** (Humanistic Perspective)	6	3			
						7		**History** (Historical Perspective)	3				
							8	**Diversity courses** (Global & Cult. Awns.)	3				
								Unassigned general education credit		6		8	
								General education foundation total	*33*	*30*		*20*	*6*

Gen. Ed. Foundation Course Categories	NJCC Goal Categories*	**Course Criteria:** Below are brief descriptions of the course criteria for satisfying the requirements. For fuller description see the **NJCC GE Course Criteria** (August 15, 2007).
1 **Communication**	1 Written and Oral Communication	An array of courses which prepare students to speak, read, and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for specialized degree programs and certificates.
2 **Mathematics**	2 Quantitative Knowledge and Skills	Any college level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.
3 **Science**	3 Scientific Knowledge and Reasoning	Any course(s) in the biological or physical sciences – or non-majors survey course. At least one of these courses must have a laboratory component.
4 **Technology**	4 Technological Competency	Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students to access, process, and present information. This component is not required for students who can demonstrate competency.
5 **Social Science**	5 Society and Human Behavior	Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.
6 **Humanities**	6 Humanistic Perspective	Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.
7 **History**	7 Historical Perspective	Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.
8 **Diversity courses**	8 Global and Cultural Awareness	Any course whose primary purpose is to expose students to a multicultural society or people possibly within the context of non-introductory study of a foreign language. If this goal is integrated into one or more general education course(s), the three credits may be moved from this category to another general education category.
General Education Integrated Course Goal		**Course Criteria:** Below are brief descriptions of the course criteria for satisfying the requirements. For fuller descriptions, see the **NJCC GE Course Criteria**
Ethical Reasoning and Action		This ethical reasoning and action goal may be infused in any of the above categories. These courses should include the ethical implications of issues and situations.
Information Literacy		These courses include the requirement for students to address an information need by locating, evaluating and effectively using information.
Note: This document should be used in conjunction with the **NJCC GE Learning Goals & Suggested Individual College-Wide Learning Obj.** (9- 6-2011).		

Programs	**Allocation Notes:** The credit allocation below is consistent with the 1997 NJCC Gen. Ed. Foundation grid.
AA	The Associate in Arts (AA) degree requires 33 semester credits hours of general education coursework from among the indicated categories. Individual community colleges may choose to require general education and other credits* in excess of the minimum, and make their own determination about the distribution. (*E.g., Student Success, Studio Arts, Communication, Math-Science-Tech, Social Science, Humanities, History and/or Diversity courses)
AS	The Associate in Science (AS) degree requires a minimum of 30 semester credits hours from among the indicated categories, with minimum distributions as shown.
Specialized Associate AAS, AFA, &	The specialized associate degrees shall include Applied Associate in Science (AAS), Associate in Fine Arts (AFA) and AS in Nursing. These programs shall require no fewer than 20 semester credit hours of General Education. Not withstanding any articulation

AS Nursing	agreements, the general education courses should support career preparation. General education coursework in excess of the 12 credits listed should follow the AS distribution limits.
Certificate	The Certificate (or Academic Certificate) shall prepare students to read and write effectively. At least one other general education course is required. The Certificate of Achievement (COA) requires no general education courses beyond those that support career education. The Certificate of Completion (COC) is a noncredit certification program, which is not applicable within the general education context.

NJCC General Education
Learning Goals and Suggested Individual College-Wide Learning Objectives

(1997 Adopted, August 15, 2007 Revision, September 6, 2011 Revision)

New Jersey Community College General Educational Philosophy: Students are empowered to meet twenty-first century challenges through learning processes that lead to knowledge acquisition, skills mastery, critical thinking, and the exercise of personal, social, and civic responsibilities.

The Colleges maintain responsibility for offering a general education program, whose learning objectives facilitate attainment of all **NJCC Gen Ed Learning Goals**. Course-level learning objectives must be consistent with the **Individual College-wide Learning Objectives** that fulfill the **NJCC Gen Ed Learning Goals**. (Local general education courses must also be consistent with **NJCC GE Course Criteria** for satisfying requirements**.)**

NJCC Goal Categories (Course Category)	**NJCC Gen. Ed. Learning Goals** Critical thinking is embedded	**Suggested Individual College-wide Learning Objectives:** Colleges have discretion in the established of **Individual College-wide Learning Objectives** that support the achievement of the **NJCC Learning Goals**. The following is a list of examples.
1 **Written and Oral Communication** (Communication)	Students will communicate effectively in both speech and writing.	a. Students will explain and evaluate what they read, hear, and see. b. Students will state and evaluate the views and findings of others. c. Students will logically and persuasively state and support orally and in writing their points of view or findings. d. Students will evaluate, revise, and edit their communication.
2 **Quantitative Knowledge and Skills** (Mathematics)	Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.	a. Students will translate quantifiable problems into mathematical terms and solve these problems using mathematical or statistical operations. b. Students will construct graphs and charts, interpret them, and draw appropriate conclusions.
3 **Scientific Knowledge and Reasoning** (Science)	Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.	a. Applying the scientific method, students will analyze a problem and draw conclusions from data and evidence. b. Students will distinguish between scientific theory and scientific discovery, and between science and its scientific technological applications, and they will explain the impact of each on society.
4 **Technological Competency** (Technology)	Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.	a. Students will use computer systems and/or other appropriate forms of technology to present information. b. Students will use appropriate forms of technology to identify, collect, and process information.
5 **Society and Human Behavior** (Social Science)	Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.	a. Students will analyze and discuss behavioral or societal issues using theories and concepts from a social science perspective. b. Students will explain how social institutions and organizations influence individual behavior. c. Students will describe and demonstrate how social scientists gather and analyze data and draw conclusions. d. Students will apply civic knowledge both locally and globally and engage in activities that exercise personal, social, and civic responsibility.
6 **Humanistic Perspective** (Humanities)	Students will analyze works in the fields of art, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.	a. Students will describe commonly used approaches and criteria for analyzing works*. b. Students will analyze works* and applying commonly used approaches and criteria. c. Students will demonstrate a value added competence in the production and comprehension of a foreign language. * in the fields of art, music, or theater; literature; philosophy and/or religious studies and possibly within the context of studying and using a language other than English.
7 **Historical Perspective** (History)	Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.	a. Students will state the causes of a major historical event and analyze the impact of that event on a nation or civilization. b. Students will discuss a major idea, movement, invention or discovery, and how it affected the world or American society. c. Students will demonstrate how writers' interpretations of historical events are influenced by their time, culture, and perspective.
8 **Global and Cultural Awareness** (Diversity courses)	Students will understand the importance of a global perspective and culturally diverse peoples.	a. Students will link cultural practices and perspectives with geographic and/or historical conditions from which they arose. b. Students will explain why an understanding of differences in people's backgrounds is particularly important to American society. c. Students will recognize and explain the possible consequences of prejudicial attitudes and discriminatory actions. d. Students will recognize and assess the contributions and impact of people from various nations and/or cultures.

NJCCC Integrated Goals		
Ethical Reasoning and Action	Students will understand ethical issues and situations.	a. Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation. b. Students will take a position on an ethical issue or a situation and defend it.
Information Literacy	Students will address an information need by locating, evaluating and effectively using information.	a. Students will identify and address an information need. b. Students will access information effectively and efficiently. c. Students will evaluate and think critically about information. d. Students will use information effectively for a specific purpose. e. Students will use information ethically and legally.
Note: This document should be used in conjunction with the **General Education Foundation** (9- 6- 2011) and the **NJCC GE Course Criteria** (9-6- 2011).		

NJCC General Education Course Criteria

for Satisfying the NJCC Gen Ed Foundation

(September 6, 2011 Edition)

New Jersey Community College Educational Philosophy: Students are empowered to meet twenty-first century challenges by achieving learning that involves knowledge acquisition, skills mastery, critical thinking, and the exercise of personal, social, and civic responsibilities.

NJCC Goal Categories (Course Category)	**NJCC Learning Goals***	**Course Criteria:** These criteria for satisfying requirements are consistent with 1997 NJCC Gen. Ed. Foundation. Neither this nor preceding updates have modified the NJCC Gen. Ed. Foundation and their course criteria.**
1 **Written and Oral Communication** (Communication)	Students will communicate effectively in both speech and writing.	An array of courses which prepare students to speak, read, and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for other programs and certificates. This category is typically limited to courses such as English Composition I, English Composition II, and a Speech / Human Communications course.
2 **Quantitative Knowledge and Skills** (Mathematics)	Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.	Any college level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra. Students are expected to demonstrate proficiency in basic algebra as part of the AA and AS degrees. Institutions are free to determine a basic algebra proficiency requirement for specialized associate degrees and certificates on an individual basis.
3 **Scientific Knowledge and Reasoning** (Science)	Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.	Any course[s] in the biological or physical sciences for science majors. Survey courses in biology, chemistry, and physics fulfill this requirement for non-science majors. At least one of the courses taken must have a laboratory component.
4 **Technological Competency** (Technology)	Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.	Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students access, process, and present information. This component is not required for students who can demonstrate competency.
5 **Society and Human Behavior** (Social Science)	Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.	Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology. Typically this category is limited to broad-based courses.
6 **Humanistic Perspective** (Humanities)	Students will analyze works in the fields of art, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.	Any broad-based course[s] in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies. This category may include any broad-based course which is fundamentally the appreciation of a performing or a creative art. Typically studio arts courses, both performing and creative, involve predominately performance and creation, and therefore do not satisfy this requirement. This category also includes any broad-based**** course which is fundamentally a literature course. Typically journalism, creative writing, and other specialized writing courses involve predominately writing, and therefore do not satisfy this requirement.
7 **Historical Perspective** (History)	Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.	Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.

8 **Global and Cultural Awareness** (Diversity courses)	Students will understand the importance of a global perspective and culturally diverse peoples.	Any course whose primary purpose is to expose students to a multicultural society or people possibly within the context of non-introductory study of a foreign language. If this goal is integrated into one or more general education course(s), the three credits may be moved from this category to another general education category.
NJCCC Integrated Goals		
Ethical Reasoning and Action	Students will understand ethical issues and situations.	These courses include the ethical implications of issues and situations. This ethical reasoning and action goal may be infused in any of the above categories.
Information Literacy	Students will address an information need by locating, evaluating and effectively using information.	These courses in each category underline the research process through the inclusion of information-based assignments.
* The Colleges maintain responsibility for offering a general education program, whose learning objectives facilitate attainment of all **NJCC Learning Goals**. Local general education courses must be consistent with **Course Criteria** for satisfying requirements**.** (Course-level learning objectives must also be consistent with the **Individual College-wide Learning Objectives** that fulfill the **NJCC Gen Ed Learning Goals**.)		
** The NJ Academic Officers Association has the responsibility of affirming individual course classification approved by institutions based upon the **NJCC General Education Learning Goals** and the **NJCC General Education Course Criteria for Satisfying the NJCC Gen Ed Foundation**.		
Note: This document should be used in conjunction with the **General Education Foundation** (September 6, 2011) and the **NJCC GE Learning Goal & Suggested Individual College-wide Learning Objective** (September 6, 2011).		

Services for Students

Academic Advisement and Retention

Through the Office of Academic Advisement and Retention, students receive year-round support from a team of advisors who are trained on RCSJ's academic programs, student services, and procedures. Academic advising provides students with the opportunity to build relationships and collaboratively develop academic plans and goals. Students can meet one-on-one with advisors in-person or virtually through scheduled appointments via reaching out to your assigned advisor or by contacting the respective Advisement Office. Students may walk into their respective advisement department for questions or concerns. Depending on the nature of the request, an individualized appointment may be required.

Students on academic probation receive ongoing support from their advisor to develop an Academic Review Plan and meet goals. Advisors encourage student engagement in scholastic activities beyond the classroom and often refer students to participate in honor societies, internships, employment and student clubs to support their success. The Office of Advisement follows Rowan College of South Jersey policies and administrative procedures to ensure consistent advising practices and compliance with institutional academic requirements.

FOR MORE INFORMATION and to register, please visit ***RCSJ.edu/student-services/campus-services/advisement/new-student-advising-registration/***

Transfer Students

Academic advisors work with students to create an academic plan that maximizes their credits and potentially accelerates degree completion. Transfer students are encouraged to have their prior college coursework evaluated and applied to their RCSJ transcript.

FOR MORE INFORMATION on the transfer process, please visit ***RCSJ.edu/admissions-aid/future-students/transferring-to-RCSJ/***

Visiting Students

Visiting students are those who are currently enrolled at another college or university and wish to take classes at RCSJ to transfer back to their home institution.

FOR MORE INFORMATION on attending RCSJ as a visiting student, including how to apply and register, please see ***RCSJ.edu/admissions-aid/future-students/visiting-students/***

Cohorts

Students participating in a cohort or special program will receive academic advisement through their assigned program or department. The department lead for the respective cohort or program will determine whether a student should be referred to the Office of Advisement and Retention in accordance with the program's policies and procedures.

—Contact Advisement and Retention—

RCSJ.edu/Advisement
Email: *advisement@RCSJ.edu*

Gloucester campus
Located in the Student Services Building Phone: 856-468-5000 ext. 6628

Cumberland campus
Located in the Enrollment Services Building Phone: 856-200-4647

Academic Support (Tutoring)

A wide range of support services is offered to all current RCSJ students free of charge, with the goal of reinforcing course content and advancing students' understanding of strategies that lead to academic success. We strive to create a positive learning environment to increase retention and student outcomes.

- Tutoring - Provide students with the opportunity to review and learn challenging concepts.
- Both in-person and online tutoring options are available, some of which are accessible 24/7.
- Writing Center - Assists students with drafting, writing, and reviewing essays, research papers, reports, and all college-level writing assignments.

FOR MORE INFORMATION on tutoring services, please visit our website.

—Contact Information—

RCSJ.edu/student-services/academic-support/tutoring-services/

Gloucester Campus
Academic Support Center
Located in the Learning Commons Building, Room 603
Phone: 856-681-6250
Email: *AcademicSupportCenter@RCSJ.edu*

Cumberland Campus
Tutoring Center
Located in the Arpino Building, Room 207
Phone: 856-200-4654
Email: *tutoring@cc.RCSJ.edu*

Discover Your Career Path with Focus 2

Focus 2 is a free online tool that helps you explore careers and see how RCSJ programs align with your interests and goals. Students will find the

Why Use It?

- Explore careers based on your interests, values, personality, skills, and hobbies.
- Learn about job outlooks, salaries, and RCSJ majors
- Not sure about your major? Start Here!

—Contact the Counseling & Career Advisor in the Office of Academic Advisement—

Maxwell Armstrong, Counseling & Career Advisor
856-494-5700
Marmstr4@RCSJ.edu

Keating Family Presidential Institute for First-Generation Students

The Keating Family Presidential Institute for First-Generation Students was founded in November 2024 to enhance the success and experience of first-generation college students. The Institute is dedicated to fostering academic excellence, personal development, and leadership skills, empowering students to thrive both in and beyond the classroom.

At the heart of the Institute is the Kappa Epsilon chapter of Alpha Alpha Alpha (Tri-Alpha)—a national honor society that celebrates and supports the achievements of first-generation students.

A first-generation college student is defined as a student whose parents, stepparents, or legal guardians have not completed a bachelor's degree. The Institute welcomes all matriculated, full-time or part-time, degree-seeking students to take advantage of its scholarship opportunities, mentorship programs, and professional networking resources.

Interested students are encouraged to contact Director Danielle Crawford of the Keating Family Institute First Generation and Advisor Andrea Vinci for more information by emailing Firstgen@RCSJ.edu.

Student Veterans Association

Our Student Veterans' Association is here to ease the transition from soldier to student while promoting interaction with fellow service members and veterans. Rowan College of South Jersey provides a military-friendly environment for veteran students and is proud to host a chapter of the Student Veterans of America Association. Our military and veteran students have full access to the following services while on the Gloucester campus:

- The Veterans Bookshelf at our Rowan College of South
- Jersey Gloucester campus Library
- Vet-to-Vet tutoring
- Operation Stand Down
- Priority Registration
- Veterans Lounge
- Offer monthly career-enhancing classes for veterans

Department of Special Services

The Department of Special Services welcomes students of all abilities. Our open-door policy keeps the communication lines open between our students and the Special Services staff members, who are committed to providing academic support services and ensuring equal access to eligible students with documented disabilities.

1. Students who wish to be considered for academic accommodations should follow these steps:
2. Contact the Department of Special Services
3. Submit completed Student Intake Packet
4. Provide all current supporting professional documentation that supports the need for academic accommodations
5. Receive a written accommodation plan approved by the Special Services Department, before any academic accommodations are implemented

A range of support services may be provided by the Department of Special Services. Prior to implementation of approved accommodations, students are required to meet with a Special Services staff member to discuss appropriate accommodations to support their individual needs.

Throughout their academic journey, students are encouraged to meet with Special Services staff members to identify, develop and implement support services that are in accord with their current individual academic needs. In addition, students are advised to make use of other College support services, such as tutoring services and the College library.

The Special Services staff supports enrolled students by focusing on advancing students through their selected program of study and current academic goals. All students who request academic support from the Department of Special Services are assured that confidentiality will be maintained.

Academic accommodations are provided to address the special needs of individuals with disabilities who are eligible under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 together with the ADA Amendments Act of 2008 (ADAAA). Under these acts, the office is for an accessible and user-friendly campus for academic success.

—Contact Special Services—
Gloucester campus
1400 Tanyard Road, Sewell, NJ 08080 Education and Humanities Center, Room 425A Phone: 856-415-2265
Fax: 856-468-5011
RCSJ.edu/student-services/campus-services/department-of-special-services-dss/
Carol S. Weinhardt MA, Director of Department of Special Services
Phone 856-415-2247
cweinhar@RCSJ.edu

Cumberland campus
3332 College Drive, Vineland, NJ 08362 Student Services Building, Advisement Office
Phone: 856-200-4688; 856-200-4686; 856-200-4753
RCSJ.edu/student-services/campus-services/department-of-special-services-dss/
Meredith Vicente
Senior Director, Department of Special Services 856-200-4688,
mvicent1@RCSJ.edu

The policy of the College is to provide reasonable and appropriate services and accommodations to ensure equal access to and enhance the learning experience of individuals with disabilities.

The Adult Center for Transition (ACT)

The Adult Center for Transition (ACT) is an inclusive post-secondary higher education program that prepares young adults with disabilities to become independent, contributing members of society. ACT is designed to provide students with academic, vocational and socialization services to transition into either college credit courses, continuing education certification classes or competitive employment. Students can participate in one of two academic program tracks, Fundamentals of College or Career Readiness. ACT works in partnership with State agencies including the Division of Developmental Disabilities and Division of Vocational Rehabilitation, to provide additional Services. ACT also partners with Special Olympics of NJ with the Unified Sports program.

RCSJ offers the ACT Program on the Gloucester and Cumberland campuses.

FOR MORE INFORMATION please visit ***RCSJ.edu/ACT*** or call 856-464-5203.

Libraries

Rowan College of South Jersey campus libraries support research, independent study and the academic programs of the College. Library services, such as reference help and interlibrary loans, are available to students both online and in-person. A current, validated RCSJ student ID card is required to borrow library materials.

- **Research Help**: Research assistance is available from an RCSJ librarian in-person at the libraries, by phone or online through our chat service (LibChat), email (Ask-a-Librarian), or video conferencing.
- **Computers**: Desktop and laptop computers outfitted with Microsoft 365 are available for students to use without any time limitations.
- **Wi-Fi**: Library users working on their own internet-connected devices can log onto campus Wi-Fi networks. Printing is only available through college-owned computers.
- **Group study rooms**: Each campus library hosts several rooms equipped with furniture and technology designed for quiet collaborative work.
- **Books and More**: The combined collections of both campus libraries include over 50,000 books and audiovisual resources. Browse the shelves or explore the collections through the user-friendly online catalog.
- **Online/Electronic Resources**: The library provides access to a wide variety of online databases with content from scholarly journals, popular magazines, newspapers, reference books, blogs, and other information sources, as well as streaming video, independent reports, and images.
- **Academic eBooks**: The libraries' collection of over 200,000 eBooks can be accessed from anywhere through an internet connection.
- **Research Guides**: RCSJ librarian-curated collections of resources devoted to a specific topic, subject, or class, are accessible through the libraries' website. Each guide recommends library and web resources such as articles and videos, physical books and media, customized bibliographies, tutorials, and instructional documents.
- **Scanner**: Each library provides a user-friendly scanner that RCSJ students may use free of charge. Documents can be scanned in color or black & white, saved directly to USB or cloud-based drives in PDF or JPEG formats. Scanned documents can also be emailed directly from the machine.
- **Printers/Copiers**: At least one multi-function printer is available at each library. Library users can print or copy documents in black & white for $0.07 per single-sided page and $0.12 per double-sided page. Currently, enrolled RCSJ students have $10 in their printing accounts at the beginning of each semester.
- **Laptops**: These are available for loan for the semester to eligible students. Check the College website for the Division of Innovation and Technology terms of use and application forms.
- **Partner Libraries**: The RCSJ libraries are part of a larger consortium called LOGIN that allows RCSJ users to borrow books from participating libraries in Cumberland, Gloucester, and Salem counties.
- **Social** Media **(Cumberland):** Follow the Cumberland Campus Library for updates on library resources, events, services, and news.
- **Innovation Studio (Gloucester)**: The recently added innovation studio provides access to creative technologies including 3-D printing, Cricut, laser-cutter, etc. Services must be scheduled in advance.

FOR MORE INFORMATION or additional assistance, ask a Librarian, in person or online. We're here to help!

—Contact the Library— ***RCSJ.edu/student-services/campus-services/libraries/*****Gloucester campus**

Phone: 856-415-2252

Cumberland campus
Phone: 856-200-4623

Rowan Advantage

Rowan University — Flagship Partner

Rowan College of South Jersey and Rowan University have partnered to offer students multiple cost-effective opportunities to earn a bachelor's degree. Please contact the Office of Advising to receive direction and advisement on the academic programs offered through the premier partnership with Rowan University.

RCSJ.edu/why-RCSJ/rowan-advantage/

Rowan Choice

Residential life at Rowan University and coursework taught by Rowan College of South Jersey — Students selecting this program can save money their freshman and sophomore years by living at Rowan University and taking RCSJ classes.

The Rowan Choice program is open to all freshman applicants on the Gloucester campus; however, seats are limited. Freshman applicants must apply to Rowan University using the Common Application. Upon receipt of a completed application, the University will send acceptance into the program via email. Students confirm their attendance in the program with a confirmation form and a non-refundable deposit.

For more information about Rowan Choice, visit ***RCSJ.edu/why-RCSJ/rowan-advantage/rowan-choice/.***

Academics

- Students enrolled in the Rowan Choice program pursue 24-30 college credits during their fall and spring semesters, pending placement scores
- Classes fulfill general education requirements mandated by Rowan University
- Instruction is provided by RCSJ faculty and therefore students pay the community-college tuition rate
- Classes are held on both the Rowan University campus and the RCSJ campus (transportation provided)
- All coursework has been carefully selected, reviewed and approved by both institutions
- Students enrolled in the Rowan Choice program must maintain a 2.0 GPA
- Upon successful completion of the program, students enter Rowan University as fully matriculated sophomores and may declare their formal major upon completing 24–30 credits
- Students can choose to remain in the program for their sophomore year and enter Rowan University as juniors upon completing 48–60 credits

Housing and Student Life

- Students enrolled in the Rowan Choice program live on the Rowan University campus in freshmen housing and will receive "the four-year college experience"
- A meal plan is required; Rowan University room and board rates apply
- Students have access to University amenities
- Rowan Choice students can participate in University student life events, clubs, organizations and intramural sports; exceptions include NCAA Division III athletics, traveling club sports and Greek life
- Students can participate in the athletic programs offered by Rowan College of South Jersey's Gloucester campus

Student Services

- Rowan Choice students are assigned an academic advisor who will chart their progress and assist in course selection
- Transportation is provided for students via shuttle service on a daily basis between the Rowan University and RCSJ's Gloucester campus
- Financial aid counseling, academic advising, course registration and tutoring assistance are provided on RCSJ's Gloucester campus
- Housing, resident life and student affairs assistance are provided on the Rowan University campus

FOR MORE INFORMATION please visit ***RowanChoice.com***

3+1 Program

The 3+1 Program is a partnership between Rowan College of South Jersey and Rowan University. This option allows students to continue at RCSJ after earning the associate degree to complete the junior year at the Rowan College of South Jersey rate. Then students can transfer to Rowan University to complete their senior year at the Rowan University rate. This enables students to save on tuition and fees while earning their bachelor's degree. This program follows Rowan University's course curriculum with 300-level courses taught by RCSJ's advanced degree faculty. Students will graduate with an RCSJ associate degree and a Rowan University bachelor's degree. Future internships and co-op opportunities are being developed to enhance work experience and career potential.

To view eligible majors, visit ***RCSJ.edu/why-RCSJ/rowan-advantage/3-plus-1-program/***
FOR MORE INFORMATION and questions, contact: *3plus1@RCSJ.edu*

Technology

The Division of Innovation and Technology is charged with supporting and cultivating the use of all technology at RCSJ and actively works with faculty to infuse technology into their courses. The Division is comprised of the following departments: Technical Support (including Open Computer Labs and Printing), Online Learning, Instructional Technology, Enterprise Information Systems, Programming Center, and the Libraries & Innovation Studio.

FOR MORE INFORMATION the Division of Innovation and Technology can be reached at 856-415-2298 or at **RCSJ.edu/student-services/campus-services/technical-support/**

Instructional Technology

Instructional Technology works with students and faculty to ensure all technology is running smoothly in the classroom.

The division offers integrated technology classroom training by appointment and delivers mobile technology to classrooms that do not have technology permanently installed. Has your instructor asked you to give a presentation using technology? You can request training or mobile technology by contacting Instructional Technology at *media@RCSJ.edu* or at 856-415-2298.

Required Technology

Students are required to use College technology, such as the College's student information system and email. Students are required to use Blackboard and other online materials to complete assignments and communicate with instructors where a course's syllabus establishes such requirements. While using RCSJ technology, students are subject to the Acceptable Use Policy 4001.

(Reference Board policy 4001)

RCSJ students are required to have regular access to a computer that meets minimum requirements for RCSJ coursework. Visit ***RCSJ.edu/student-services/campus-services/technical-support/*** for more information.

FOR MORE INFORMATION on the acceptable use of technology at RCSJ, visit ***RCSJ.edu/about/policies/***.

myRCSJ Portal

The myRCSJ Portal is the primary way you will interact with most online resources at the College. It can be accessed from anywhere in the world through a link on the RCSJ website or by accessing it directly at ***my.RCSJ.edu***

Once logged in, you have access to:

- Course Registration
- Billing
- Financial Aid Information
- Course Schedule
- Blackboard
- Final Grades
- RCSJ Email
- Unofficial Academic Transcript
- And other resources

Technical Support

Technical Support works with students to ensure their myRCSJ Portal, college email, and Office 365 account is working as expected.

Technical Support can help you reset your password, access campus Wi-Fi and manage your printing account.

You can contact Technical Support at:

Cumberland Campus: *helpdesk@RCSJ.edu* or 856-200-4811

Gloucester Campus: *ts@RCSJ.edu* or at 856-415-2298.
What is Office 365? Office 365 allows students to download Microsoft Office on multiple devices (PCs, Macs, iPads, iPhones, Android devices, etc.) and provides access to Microsoft 365 apps, including Outlook (email), OneDrive, Word, Excel, PowerPoint, OneNote and more. All registered students are given Office 365 access for free.

Students retain Office 365 access for 1 year after they stop taking classes at RCSJ. At the end of this 1-year period, their access is suspended.

Need access to Wi-Fi? The RCSJ wireless network is available in every building and all common outdoor spaces on both campuses. When on campus, you can connect to the "RCSJ" wireless network on your mobile device using your RCSJ username and password.

Usernames and Passwords

Upon acceptance to RCSJ, your RCSJ username is sent to the personal email address you used to apply.

All students must active their RCSJ account to access RCSJ resources. To activate your RCSJ account, visit ***RCSJ.edu/student-services/campus-services/technical-support/password-reset-account-activation/*** and follow the directions.

Email Accounts

Students enrolled in credit-bearing courses are assigned a College email account. It is important to frequently access your student email as official communications from the College are sent via email.

Open Computer Labs

Don't have access to a computer or printer at home? Students can use their RCSJ username and password to log into campus computers.

Each campus has an Open Computer Lab in the Library.

Please contact Open Computer Lab personnel at 856-415-2298 or *openlab@RCSJ.edu* to confirm computer lab hours of operation and availability. You can also check the Library Hours at ***RCSJ.edu/student-services/campus-services/libraries/***

Academic Computer Labs

There are additional academic computer labs with computers that have specialized applications. These academic computer labs are restricted to students taking courses that have specific technological needs.

For information on these labs, ask your instructor or contact Technical Support.

Printing

Do you need to print something for class? All students begin each semester with $10 credited to their account for printing. This is the equivalent of approximately 150 black and white prints. After the $10 has been depleted, students will need to use a Pay Station to add credit to their account in order to print.

Innovation Studio

Students from both campuses are invited to visit the Innovation Studio, located in the Library at the Gloucester Campus. At the Innovation Studio, students can interact with cutting-edge technology like 3-D printing, virtual reality, laser-cutting and engraving, and large format printing. For more information, including hours, reach out to *openlab@RCSJ.edu*

Instructional Technology

Instructional Technology works with students and faculty to ensure all technology is running smoothly in the classroom.

Nearly all RCSJ classrooms have integrated technology. Has your instructor asked you to give a presentation using technology? You can request training by contacting Instructional Technology at *media@RCSJ.edu* or at 856-415-2298.

Blackboard

RCSJ uses Blackboard to provide an online platform for all RCSJ courses. Students can access Blackboard from the RCSJ website or from the myRCSJ Portal.

Blackboard is used by *all* courses, even face-to-face courses, but the amount of content for a course that is provided on Blackboard depends on the course modality. Below is more information on the various course modalities.

Online Courses — Online courses are held entirely online, and students will never meet in a physical classroom. Students are required to complete all course work, including tests and exams, online.

Live Online Courses — Live Online courses will never meet on campus but have regularly scheduled class times during which students and their instructor will meet in real-time via Zoom, and students are provided with multiple options for class participation.

Hybrid Courses — In Hybrid courses, 50–75% of all class meetings are held in-person, while the remaining class meetings and coursework is conducted online. Students will be required to complete no more than 50% of the course work online.

Web-Enhanced Courses — Web-enhanced courses are the most common type of course at RCSJ and are the modern version of to traditional, face-to-face courses. Web-enhanced courses meet on campus and utilize eLearning for up to 25% of the course work.

Online Proctoring

Some courses at RCSJ may require students use Online Proctoring software. More information about Online Proctoring can be found in Board Policy 4005 and accompanying Administrative Procedure at ***RCSJ.edu/about/policies/***

Emergency Notification

In the event of an emergency, messages are distributed through phone calls, text messages, and email. Moreover, the College's website and social media accounts may be used to post emergency related notifications.

If a student needs to update their contact information, they can do so by visiting the OneStop office, located in the Student Services building at both campuses.

Social Media

Students are encouraged to follow the College on social media. These pages feature interactive, ongoing conversations about RCSJ, including upcoming College events, photos shared by students and staff, emergency closings and College-related news articles. To follow RCSJ on social media, please locate the social media logos on the College's website at ***RCSJ.edu***.

Student Engagement

Rowan College of South Jersey strongly encourages participation in its social, and athletic activities that are geared toward a variety of student interests. The Office of Campus Life offers a myriad of fun events, activities and resources to engage students and provide a relaxing and fun atmosphere. Our goal is to help students have a complete college experience!

Student Clubs & Organizations

RCSJ offers a wide range of ways to get involved—from student clubs and student government association to athletics, leadership programs, and community service. Whether you're looking to build skills, meet new people, or make an impact, there's something for everyone. All students are encouraged to Get Connected & Make a Difference! There are over 25 clubs and organizations at the Gloucester Campus and over 20 at the Cumberland Campus - all are welcome!

For more information on current club information, details can be found at ***RCSJ.edu/student-services/campus-life/clubs-organizations/***

—Contact the Office of Student Life: Gloucester Campus—
Phone: 856-415-2236
Office: College Center Building, Room 201.

—Contact the Office of Student Life & Alumni Relations: Cumberland Campus—
Phone: 856-200-4815
Office: Student and Enrollment Services Building.

The Pantry at CWS

RCSJ believes that no student should go to class hungry! The Pantry is the campus-based food pantry with a location on each campus. Free and confidential, The Pantry provides both quick meal-on-the-go options and take-home grocery items for students experiencing food insecurity. Household and hygiene staples like toilet paper, toothbrushes, and period care products are also available.

The Pantry is located within the Center for Wellness and Support (CWS) on both the Gloucester and Cumberland campuses. Students will meet with CWS staff who will collect their information and briefly assess for any other support they may need. Students can drop-in or schedule an appointment ahead of time by emailing *food@RCSJ.edu*.

Locations

Gloucester campus College Center, room 210

Cumberland campus Student & Enrollment Services Center, room 1156, with a satellite location in the Library that can provide students with snacks.

Student Government Association

The mission of the Student Government Association (SGA), on both Gloucester and Cumberland campuses, is to provide students with representation, services, and advocacy within the College structure. The SGA provides quality leadership for, and accountability to, its community by recognizing that strength arises from diversity, engagement, and dialogue.

The SGA is the student's voice in the cultural and social affairs of the College. It depends heavily on energetic and interested representatives from the student body and is responsible for encouraging and fostering student involvement and informed, responsible citizenship in the College community. It serves as a forum through which the student body's numerous and diverse needs may be expressed.

In addition to conveying student recommendations and sentiments to the faculty, staff, and administration, the SGA is responsible for helping to shape policies affecting Student Life, coordinating extracurricular activities, and being involved with other clubs and organizations.

Executive positions open annually for application. Interested students should visit the SGA Advisor for an application.

Membership is open at any time during the year to all currently enrolled students.

Gloucester Campus and Cumberland Campus SGA

Please visit: ***RCSJ.edu/student-services/campus-life/clubs-organizations/***

The Rowan College of South Jersey Foundation

A fresh look, a new name, and an expanded mission to reflect on the communities it proudly serves. The Rowan College of South Jersey has one mission: to help every student succeed. The Rowan College of South Jersey Foundation is a non-profit organization that has existed for more than 50 years. Its primary goal is to raise funds for student scholarships while supporting the educational mission of the College. The Foundation is guided in its activities by a foundation board made up of leaders from the community, including representatives from the college, area business, education, and civic organizations.

The Foundation's mission aims to enrich the educational experience at Rowan College of South Jersey by preserving and improving the quality of its programs, facilities, and student services. The Foundation achieves its goals by providing holistic support to students, faculty, and staff through scholarships and grants, focusing on areas underserved by public funds. The Foundation raises funds, builds endowments, and fosters private donations that sustain and enhance educational and capital initiatives.

—Contact the Foundation—

Phone: 856-681-6242

Foundation@RCSJ.edu

Alumni Association

The Alumni Association at Rowan College of South Jersey is a vast network of graduates that spans almost six decades!

Since the College's inception, we have graduated and welcomed students who have sought the best in academics, athletics, community outreach, student engagement, and peer associations. The community of alumni, from both Cumberland and Gloucester campuses, are some of the most accomplished professionals in our region. Staying connected through the alumni association is designed to offer support in an alumnae's post-academic and career life. If you would like to be connected through our alumni association, and keep informed about upcoming events and involvement, please contactl the Rowan College Alumni Association.

—Contact the Alumni Association—
Email: *alumni@RCSJ.edu*

Visit ***RCSJ.edu/about/advancement/foundation/alumni/***

Community Engagement

Art Exhibits

Rowan College of South Jersey sponsors art exhibits throughout the year featuring prominent local, national and international artists. Exhibits open with a reception where the public can meet the artists.

FOR MORE INFORMATION, please contact Randolph Wilfond at 856-776-2383 at The Arts and Innovation Center.

College and Community Chorus

County residents who have an interest in music are encouraged to join the College and Community Chorus. The group performs concerts throughout the year and rehearses during weekly workshops.

FOR MORE INFORMATION call 856-415-2139.

Arts & Innovation Center, Millville

The Arts & Innovation Center is located at 321High Street in Millville. It houses Clay College and the Fine Arts Department of RCSJ. It is a spacious facility that is equipped with art studios, classrooms, computer labs, pottery wheels, kilns, and two galleries at the entrance showcasing the work of students as well as regional artists. Whether for credit or for personal enrichment, arts programming is offered through day, evening and weekend classes.

Community Programs

AmeriCorps Seniors RSVP of Gloucester County

AmeriCorps Seniors RSVP is funded by the Corporation for National and Community Service, SHIP, and the Gloucester County Division of Senior Services. Its mission is to engage residents age 55 and better in civic volunteerism, aiding economically underserved, disabled, frail, and needy Gloucester County residents of all ages. Volunteer positions include but are not limited to tutoring, mentoring, visiting, training, teaching, and facilitating. Volunteers are provided with supplemental accidents, liability, and car insurance (beyond their own for personal injury). This program is perfect for individuals who have always wanted to find a way to "give back" through community service.

FOR MORE INFORMATION call AmeriCorps Seniors RSVP at 856-468-1742. This is a grant-funded, free service.

SHIP/Medicare:

Need guidance during Medicare's Open Enrollment? New to Medicare? AmeriCorps Seniors RSVP of Gloucester County has state-trained SHIP/Medicare counselors ready to answer your Medicare questions, call us for help! We offer free Medicare support provided by certified SHIP/Medicare counselors.

This is a grant-funded, free service.

Stress Busting Program for Caregivers of people with Alzheimer's or other forms of Dementia:

AmeriCorps Seniors RSVP of Gloucester County offers a free Stress Busting program: runs 9 weeks, meets once a week for 90 minutes, learn how to take care of yourself and learn stress busting techniques. This is a grant-funded, free service.

NJ Save/PAAD:

Pharmaceutical Assistance to the Aged and Disabled (PAAD) AmeriCorps Seniors RSVP of Gloucester County can help you with your PAAD application and questions. This is a grant-funded, free service.

Reassurance Caller/Friendly Visitor:

Stuck at home? Would you like a phone call from a new friend? AmeriCorps Seniors RSVP of Gloucester County provides volunteers to make calls to seniors who are at home and lonely. This is a grant-funded, free service.

Volunteer Center of South Jersey

Office located in the Education and Humanities Center on RCSJ's Gloucester campus. Matching New Jersey volunteers with opportunities through connections in the state.

—Contact the Center—
Phone: 856-415-9084
Email: *volunteer@sjvolunteers.org*
sjvolunteers.org

The Gloucester County Cultural & Heritage Commission

The Gloucester County Cultural & Heritage Commission was established in 1975 by the Board of County Commissioners to act as the designated agency in Gloucester County to receive and administer the New Jersey State Council on the Arts Local Arts

Development Grant and the New Jersey Historical Commission Local History Development Grant. These grants provide funding for small and emerging nonprofit organizations through the Commission's re-grant program for cultural projects in Gloucester County.

This support for community-based cultural and arts organizations provides education, programs, and initiatives that promote the values and benefits derived from cultural and artistic experiences. We strive to engage professional artists in our programs and initiatives and utilize the arts to examine issues such as preserving our heritage through land conservation, civil rights, and the issues of personal and cultural identity as they relate to the natural, social, and physical environment. The commission responds to the need to preserve our history and heritage. We recognize that arts and cultural activities can teach and inspire people of all ages and ethnicities and can offer new ways of understanding that can transform the world around us.

FOR MORE INFORMATION about the Cultural & Heritage Commission at Rowan College of South Jersey and our programs and activities, contact 856-464-5214.

Center for Displaced Homemakers

Funded by the New Jersey Department of Children and Families, Division on Women and United Way of Gloucester County, this dual-campus program provides specialized support services for displaced homemakers and people in life transitions, including:

- One-on-one case management
- Referrals to community resources
- Self-development workshops
- Computer literacy courses
- Career training

A displaced homemaker or person in transition is one whose major source of financial support is lost through separation, divorce, death or disability of a spouse and who is emotionally and/or vocationally unprepared to enter the job market. Displaced homemaker programs help individuals learn or update the skills required to succeed in today's job market. The goal is to develop financial self-sufficiency and mental empowerment by providing education, job readiness training, career planning services, individual consulting, outreach, referrals to social services, and emotional support.

All workshops are open to the public, ages 18 and older. Registration is required.

FOR MORE INFORMATION please visit **RCSJ.edu/degrees-programs/community-education-programs/center-for-displaced-homemakers/**

email *efinn@RCSJ.edu*, or call *856-415-2222*.

Athletics

Roadrunners



Over the past three decades, the Rowan College athletic program has been recognized at the state, regional and national levels as one of the most outstanding in the country. From 2009–2013, the Roadrunners received the NATYCAA Cup Award for having the best non-scholarship NJCAA program in the country and received this award again in 2017–2018, 2021-2022 and 2023-2024. From 2009–2024 the Roadrunners finished in the top three in the NATYCAA Cup standings.

Rowan College of South Jersey won the Learfield Sports Directors' Cup for having the best overall two-year college athletic program in the country in 2012–2013, making the Roadrunners the first NJCAA program to ever win the award. This award was won again in 2023-24.

Rowan College of South Jersey teams have won 32 NJCAA Division III National Championships. The Athletic Department has had 100+ teams finish in the top three in the country over the past 35 years. The Roadrunners compete in the Garden State Athletic Conference against two-year schools from New Jersey as well as Region 19 of the NJCAA that consists of colleges from Delaware, Pennsylvania and New Jersey.

Intercollegiate sports offered at Rowan College of South Jersey include:

- Cross Country (Men and Women)
- Tennis (Men and Women)
- Outdoor Track and Field (Men and Women)
- Soccer (Men and Women)
- Basketball (Men and Women)
- Golf (Men and Women)
- Baseball (Men)
- Softball (Women)
- Wrestling (Men)
- Volleyball (Women)
- Track & Field (Men and Women)

Fitness Center

The Rowan College of South Jersey–Gloucester Campus Fitness and Wellness Center is open to all current students, faculty, and staff members. No membership is required, and the facility is offered free of charge when you show your valid RCSJ ID. Located within the Health and Physical Education complex, RCSJ–Gloucester's 5,600-square-foot Fitness and Wellness Center, comprised of two main areas plus an auxiliary gym, offers:

- 20+ cardio machines (bikes, rowers, steppers, treadmills plus more)
- 20+ cable weight machines and body weight apparatuses covering every muscle group
- Bosu balls, exercise (Swiss) balls, foam rollers and various elastic bands
- Plyometric boxes, step boxes, battle ropes, climbing ropes and TRX
- Bench/Squat racks
- Olympic platforms with Olympic bumper plates
- Dumbbells 1 lb. – 100 lbs.
- Kettle Bells 10 lbs. – 70 lbs.
- Medicine balls 4 lbs. – 30 lbs.

Lockers

Handicap-accessible locker room facilities, complete with lockers and showers.

—Contact Athletics—

For additional information and team schedules
Phone: 856-415-2207

RCroadrunners.com

Dukes

Athletic teams for men's and women's cross country, men's and women's soccer, men's and women's basketball, men's baseball and women's softball, men's and women's track and field, and men's and women's golf are offered. The teams compete in the Garden State Athletic Conference and Region XIX of the National Junior College Athletic Association.

The cross-country and soccer teams compete in the fall semester; the basketball teams begin competing in November and continue during the spring semester; and the baseball and softball teams compete in the spring semester. Students must be enrolled full-time (12 or more credits per semester) and meet a minimum GPA and credit completion requirement for intercollegiate athletic eligibility. Interested full-time students should contact the Athletic Office/ Coach if they would like to participate.

All students are invited and encouraged to attend home games and support our athletic teams. The baseball field is located between the main entrances of RCSJ–Cumberland and Cumberland County Technical Education Center. The softball fields, tennis courts and soccer field are located at the south end of the Cumberland County Technical Education Center campus. The basketball courts are located in the gymnasium in the Student Center. There is a cross-country course on campus with a one, three, or five mile loop. The soccer fields are located on College Drive just south of campus adjacent to the Cumberland County Technical Education Center.

Fitness Center

The campus Fitness Center is located in the Student Center's gymnasium (phone 856-200-4619). The facility includes a fitness room located on the second floor and locker rooms (including showers) located on the first floor. Equipment is available for a full-body workout that includes free weights and a range of cardio equipment. The hours of operation are posted, and students must present a valid student ID for entrance.

Lockers

Daily-use lockers are located in the Navone Healthcare Center and are available to all RCSJ–Cumberland students. Students must bring their own lock, and lockers must be emptied each day.

—Contact Athletic Department—

For additional information and team schedules:
Phone: 856-200-4617
Office complex in the gymnasium
dukesathletics.com

Safety and Security - Gloucester

The main Security Building is located across from the tennis courts on North College Drive and Roadrunner Way. We apply a layered approach with our officers providing your first line of defense. This is followed by the Sheriff, Deptford Police, EMT, and Fire Departments, who respond to emergency situations and calls for assistance. Please contact if you have a concern for your safety. Escorts are provided upon request.

—Contact Safety & Security—

Phone: 856-681-6287

Mission Statement

We strive to provide a safe environment on campus to support the educational process, to assist those in need, and to evoke a feeling of security to all by being visible, accessible, and alert at all times.

Emergency Blue Light Phones

There are over 50 Blue Light Emergency Phones inside and outside of buildings on the campus to contact Security or the 911 Center. You may contact Security by activating the blue button on the left, or in an emergency, contact the 911 Center by activating the larger red button on the right.

Emergency Notifications

In the event of an emergency, a message will be posted on the College's main number (856-468-5000), on the voicemail system and on the College's website. In addition, an emergency alert message will be sent via the College's emergency notification systems to all phone numbers, text message numbers and email addresses stored in the system.

The voicemail system, website homepage, Facebook, and Emergency Notification System are used for all official College weather-related and emergency closing announcements.

Lost and Found

Lost and Found is located at the Security Office in the College Center inside of door A-8, where items can be dropped off or claimed by the rightful owner. All found items must be turned in to Security.

(Reference Board policy 9011)

All items will be held for a reasonable amount of time. It is recommended that you mark your valuables with identifiers so you may be contacted if they are turned in. Please secure your property in a safe location when possible.

—Contact Lost & Found—

Phone: 856-468-5000, ext. 6210

Parking

Parking is available for students in parking areas designated as Lots D and E at no cost. Parking citations will be issued by Security to violators and transcripts may be held until the fines are paid. Designated handicapped parking spaces throughout the campus are to be used exclusively by individuals with handicapped parking permits. In addition, vehicles may be subjected to towing at the owner's expense for repeated violations or for safety and security purposes.

Anyone parking a vehicle on campus assumes all risk of accident and expressly agrees that Rowan College of South Jersey shall not be held liable, under any circumstances, for any injury to persons or loss of damage to property.

(Reference Board policy and Administrative procedure 9013)

Traffic Pattern

Students should comply with the traffic signs on campus designating parking lots. The speed limit on campus is posted at 20 mph. While in the parking lots, students should minimize their speed to 5-10 mph and be cautious of other vehicles.

Your compliance with traffic signs and speed limits will enhance the traffic flow and safety of all students. Be aware of your surroundings and vehicles when walking to and from your vehicle.

Smoking Policy

To ensure compliance with New Jersey State law concerning the provision of a smoke-free environment that protects, preserves, and fosters the health and safety of all persons, the College prohibits smoking in all buildings and grounds except in designated smoking areas identified by "Smoking Permitted Area" signs.

(Reference Board policy and Administrative procedure 5105)

Safety and Security - Cumberland

Security Procedures and Services

Rowan College of South Jersey maintains a strong commitment to campus safety and security. To accomplish our goal, it is imperative that students, employees or visitors report any emergencies, suspicious or criminal activity they observe.

Students who need assistance with medical, security, or other emergency situations or wish to report any emergencies or suspicious activities can contact security Monday through Friday 7 a.m.–10 p.m. and Saturday 7 a.m.–5 p.m., by dialing 4777 from any campus telephone. Please dial 9-1-1 outside of our operating hours. If you are calling from off campus, dial 856-200-4777. Additional information is provided in the Safety and Security Annual Report, which is available online.

Emergency Notification

In the event of an emergency, a message will be posted at the College's main number (856-691-8600), on the voicemail system, and on the home page of the College's website: ***RCSJ.edu.***

In addition, an emergency message will be sent via the College's Emergency Notification system to all phone numbers, text message numbers and email addresses stored in the College's Emergency Notification System

The voicemail system, website homepage, Facebook, and Emergency Notification System are used for all official College weather-related and emergency closing announcements.

Telephones

Hallway phones are provided for 9-1-1 emergency calls and on-campus use.

Lost and Found

Lost and Found is located at the Information Desk in the Student Center, where items can be dropped off or claimed by the rightful owner. Call 856-200-4777, to see if your lost item has been turned in. All items are held for a reasonable amount of time. If possible, always mark your personal property.

Parking

Parking is available for students in parking areas A, B, C, D, E, G, H, I, J, K, L and M, as well as along the outside perimeter road next to the tennis courts and baseball field. Parking area F is a controlled lot for faculty and staff. Within these areas, student parking spots are designated by white line markings.

Allowable student parking is between two white lines. Any area not designated with two white lines is a No Parking area. Not all No Parking areas are posted with signs. The absence of a sign does not mean parking is permitted. Disabled parking spots are designated by blue line markings. Only vehicles with disabled parking tags or disabled parking placards, are allowed to park in the designated disabled parking areas. When a particular parking lot becomes full, students can seek parking in one of the other parking areas. Students who improperly park in a lot because it is full can receive parking violations.

Traffic Pattern

Some of the roads and parking lots have one-way directional traffic patterns, indicated by signage. This pattern has been designed for safety and to reduce congestion and improve access for students to and from campus and in and out of parking areas. Failure to observe these traffic patterns can cause backups and parking congestion and may result in auto accidents. Students can receive tickets for driving improperly on campus. The speed limit is 10 mph. Your observance and compliance with these traffic patterns and regulations will enhance parking and traffic flow for all students.

Fines and Payment

Vineland Police, Cumberland County Sheriff's Department and the New Jersey State Police are authorized to issue motor vehicle and handicap parking violations on campus. Violators cited by Campus Security will be charged $10 for each violation and $50 for each handicap parking violation.

In addition to any violator's cited by Campus Security, the College reserves the right to seek additional penalties for motor vehicle and/or handicap parking violations in Vineland Municipal Court. The College fine will be in addition to any penalties, fines

or court costs assessed by the local court. Appeals to the violation notice must be made within ten (10) days of the date of violation to the Director of Safety and Security, who is located in the Student Center Building. Any appeals submitted later than the ten (10) day appeal period will NOT be considered. Students who incur excessive violations or demonstrate blatant disregard for parking and/or traffic regulations or are disrespectful to Campus Security or other personnel, will be subject to disciplinary action and sanctions in addition to payment of fines. Failure to pay violations will cause a student's record to be held and may restrict future registration, enrollment, and graduation.

Violations received by students must be paid at the Bursar's Office in the Student Center Building or by mail to: Rowan College of South Jersey, Bursar's Office, P.O. Box 1500, Vineland, New Jersey 08362-1500. Make checks payable to Rowan College of South Jersey of South Jersey.

Motor Vehicle Assistance

Flat Tire Assistance

Campus Security will provide assistance for a vehicle that may need air in its tires. The person requesting air for tires must sign a waiver of liability form, releasing Rowan College of South Jersey from any responsibility of damage to the vehicle.

Jump Start

Campus Security will provide a service to motorists that find that their car battery will not start while on Rowan College of South Jersey property. The College does not accept responsibility for any damages that may occur when this service is provided. Therefore, the individual utilizing this service must sign a waiver of liability form, before services are administered, releasing Rowan College of South Jersey from any responsibility.

Vehicle Lockouts

A vehicle lockout service is provided upon proper identification by owner. Due to different automobile manufacturers, it is sometimes impossible to enter a locked vehicle without the proper key; however, Campus Security will make an attempt to unlock your vehicle. The College does not accept responsibility for any damages that may occur when this service is provided. Therefore, the individual utilizing this service must sign a waiver of liability form, before services are administered, releasing Rowan College of South Jersey from any responsibility. In addition, the individual requesting such service must show evidence of ownership/ authorization and must provide identification.

Public Safety Training - Gloucester

Police Academy

Rowan College of South Jersey, in cooperation with the Gloucester County Board of County Commissioners, Gloucester County Sheriff's Department, and the Gloucester County Chief's Association, established the Gloucester County Police Academy in 1988.

The Gloucester County Police Academy is a premier training institution that primarily serves law enforcement agencies throughout the Central and South Jersey regions. The academy provides schooling through its basic recruit training, which includes intense academic instruction, physical training, defensive tactics instruction, emergency vehicle operation training, firearms range exercises, chemical agent exposure and training, and expandable baton instruction. Also, the police academy provides several patrol concepts segments which include hands-on, practical scenario-based training. The police academy also offers SLEO I, SLEO II, and SLEO III waiver training.

Additionally, the academy offers a wide range of advanced training programs that allow active law enforcement officers to continually enhance their overall skills. To further expand career path opportunities in the field of law and justice, graduates of the Basic Course for Police Officers are now eligible to receive 22 academic credits for their police training. These credits can be applied toward any major at Rowan College of South Jersey (RCSJ) Gloucester and Cumberland campuses.

The Gloucester County Police Academy is located on the RCSJ-Gloucester campus in the Law and Justice Center (Building H)

FOR MORE INFORMATION please call (856) 415-2266, or visit the website at **RCSJ.edu/degrees-programs/public-safety-academies/police-academy/**

Fire Academy

The Gloucester County Fire Training Academy, located in Clarksboro, provides a wide array of training programs for all members of the emergency services regardless of years of service or experience. Mandatory classes, such as Firefighter I and specialty classes, including Auto Extrication, Heavy Vehicle Rescue, and Hazardous Materials, are available. All programs are delivered by state-certified instructors and staff with special certifications in such areas as, specialized rescue and industrial emergency services brigade training.

Classroom instruction is provided in one of four spacious classrooms with the latest in audio and visual instructional aids. Practical training is provided through the use of a full-sized aircraft trainer, Class A burn building, vehicle, and realistic props, including a ranch-style smokehouse dwelling and roof prop. Classes are offered at convenient times including nights and weekends.

In addition to the many courses that are offered to first responders, the Academy provides customized training in safety and emergency services to public and private sector employers and workers. Some of the courses that can be provided include Extinguisher Training; Hazard Communications, Global Harmonization and Classification of Chemicals; Confined Space – Lock Out/Tag Out; and Recognizing and Preventing Workplace Harassment.

FOR MORE INFORMATION call 856-494-5683 or for a complete list of courses at the Academy, visit the Rowan College Fire Academy website at **RCSJ.edu/degrees-programs/public-safety-academies/fire-academy/**.

Faculty and Staff Directory

Visit ***RCSJ.edu/about/contact-us/personnel-directory/*** for an up-to-date faculty and staff directory.





Advisory Committees - Joint Campuses

Accounting

Stacey Callaway, Esq., Associate Professor and Coordinator, Business Administration, Accounting, Finance, and Human Resources, RCSJ

Donald J. Colligan, Senior Vice President, Manager, Credit Operations, Fulton Bank

John Fitzpatrick, CPA, President, Premier Accounting Services, PC

Camille Gadsden, VP/Controller, First Harvest Credit Union

Owen Giryluk, Director of Reimbursement and Decision Support, Inspira Health Network

David Hemple, CEO, Century Savings Bank

Danielle Morganti, SHRM-SCP, Associate Professor, RCSJ

Matthew Reighn, Controller, Inspira Health Network

Tyler Shumate, Project Estimator, Scalfo Electric

Layton Smith, General Partner, HofflerSmith Financial

Dr. Mark Zorzi, Assistant Professor II, RCSJ

Computer Graphic Arts

Andrew Bellia, President, Bellia Print & Design

Ginger Chase, Owner, Sir Speedy Printing

David Comfort, Associate Vice President, Programming & Project Management, RCSJ

Susan DiGironimo, Director of Graphic Services, Rosemont College

Ryan Hoxworth, Assistant Professor, RCSJ

Jeanette Iversen-Rattle, Executive Director of Design & Marketing, RCSJ

Mary Malinconico, Associate Professor and Program Coordinator, Computer Graphic Arts, RCSJ

Dr. Jennifer Riggio, Assistant Professor I, RCSJ

Susan Weiss, Freelance Graphic Designer

Computer Information Systems

Beth Beecroft, Dean of Online Learning, RCSJ

Francois Bodhuin, AVP & CISO, Inspira Health Network

David Comfort, Associate Vice President, Programming & Project Management, RCSJ

Shelly Dean, Associate Professor, Business Studies/Computer Science, RCSJ

Timothy Guim, CEO, PCH Technologies

Anthony Haddad, Administrative Instructor, Cybersecurity, RCSJ

Ryan Hoxworth, Assistant Professor, RCSJ

Christine Ogin, Assistant Professor, RCSJ

Irena Skot, Associate Professor and Academic Program Coordinator, CIS & Digital Marketing, RCSJ

Jim Sloan, Assistant Professor, RCSJ

Jose Torres, Associate Professor, RCSJ

Dr. Barbara Turner, Professor, RCSJ

Digital Marketing

Katherine Baker, Marketing Operations Director, Inspira Health Network

Stacey Callaway, Esq., Associate Professor and Coordinator, Business Administration, Accounting, Finance, and Human Resources

David Comfort, Associate Vice President, Programming & Project Management, RCSJ

Glenn Davila, President, Performance Marketing

Ryan Hoxworth, Assistant Professor, RCSJ

Jeanette Iversen-Rattle, Executive Director of Design & Marketing, RCSJ

Mary Malinconico, Associate Professor and Program Coordinator, Computer Graphic Arts, RCSJ

Laura Pontiggia, Associate Dean of Academic Programs, College of Health Professions, Thomas Jefferson University

Deanna Robinson, CEO, Social Impression

Shawn Salvatore, Executive Vice President, Harris, Baio & McCullough

Irena Skot, Associate Professor and Academic Program Coordinator, CIS & Digital Marketing, RCSJ

Scott Walton, Chair of the Undergraduate Marketing Program, Wilmington University

Entrepreneurship

Dr. Ismail Asadov, Assistant Professor II and Business Program Coordinator, RCSJ

Stacey Callaway, Esq., Associate Professor and Coordinator, Business Administration, Accounting, Finance, and Human Resources

Etienne Carter, President and Executive Director, Positive Impact Media Alliance

Lauren Rastelli DeMarco, Vice President of Marketing, Rastelli Foods Group

Dr. John Ervin, President, Allnet Medical and Consulting

Charles Garrity, Founder and Chief Executive Officer, Death of the Fox Brewing Company; President, High Grounds Coffee Roasters; COO, Beverage Operations, Woolwich Wellness Company

Ryan Hoxworth, Assistant Professor, RCSJ

Dawn Hunter, Executive Director, Greater Vineland Chamber of Commerce

Paul Ritter, CEO, Cumberland Mutual

Ed Roth, Partner, Tower Hospitality

Jose Torres, Associate Professor, RCSJPlanning, RCSJ

Finance

Victoria Bonnette, Client Relationship Manager, Stifel Financial Corporation

Stacey Callaway, Esq., Associate Professor and Coordinator, Business Administration, Accounting, Finance, and Human Resources

Michael Dinneen, President & CEO, First Harvest Credit Union

Ryan Hoxworth, Assistant Professor, RCSJ

Eric Lorenz, Financial Advisor, Equitable Advisors

Michael Pallozzi, President & Financial Advisor, HFM Investment Advisors

Eric Seiferth, Financial Planner, Equitable Advisors

Irena Skot, Associate Professor and Academic Program Coordinator, CIS & Digital Marketing, RCSJ

Human Resources Management

John Baldino, SPHR, President, Humareso

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Sue Learn, SPHR, SHRM-SCP, Vice President of Human Resources, DIY Media Group

Danielle Morganti, SHRM-SCP, Associate Professor, RCSJ

Maria Schaffner, Director of Human Resources, Heritage's Dairy Stores

Karen Roberts, SHRM-SCP, Chief People Officer, Flaster Greenberg P.C.

Dr. Robin Weinstein, SHRM-SCP, SPHR, Academic Dean & Professor, College of Business & Technology, Wilmington University

Nicole Wilson, Director of Talent Acquisition, Inspira Health Network and New Jersey Sites, Adjunct Instructor, Wilmington University

Maria Schaffner, Director of Human Resources, Heritage's Dairy Stores

Dr. Robin Weinstein, SPHR, SHRM-SCP, Academic Director & Professor; Chair, Human Resource Management Programs, College of Business, Wilmington University

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Equana Galloway, Cooper Camden

Tameka Scott , Cooper Cape Regional Medical Center

Maria Gonzales , Weisman Children's Rehabilitation Hospital

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Chief Rudy Beu, Vineland Police Department

Chief Jody Farabella, Millville Police Department

Chief Michael Gaimari Sr., Bridgeton Police Department

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Kris Townsend

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Kiersten McDonal, Clinical Preceptor, Cape Regional Medical Center Imaging Dept.

Marcella Profit, Clinical Preceptor, Cape Regional Medical Center Imaging Dept.

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Michelle Ball , Clinical Preceptor, Inspira Medical Center Bridgeton Imaging Dept.

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Imaging Dept.,

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Matthew Maggioncalda, Instructor, Automotive Technology, RCSJ–Gloucester

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Undersheriff Andre Bay, Adjunct Instructor I, RCSJ–Gloucester Law and Justice Division

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Diagnostic Medical Sonography

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Sidney Mathis, AtlantiCare Regional Medical Center

Olivia Meiners, AtlantiCare Regional Medical Center

Fatima Ullah, AtlantiCare Regional Medical Center-MFM

Carli Bongarzone, AtlantiCare Regional Medical Center-MFM

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Jenna Basilio, Virtua Health- MFM

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Sandra Rauh, RCSJ

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Meaghan Capella, ARMC, Mainland/City

Alena Gonzales, Cooper Cape Regional Medical Center

Robb Vargo, CentraState Healthcare System

Kimberly Dubler, Cooper University Hospital

Maria Miller, Inspira Medical Center Mullica Hill

Amy Hollier, Jefferson Washington Township Hospital

Susanne Reilly, Jefferson Washington Township Hospital

Dr. Phillipose Mulugeta, Hospital of the University of Pennsylvania

Brianna Viereck, Perelman Center (HUP)

Michelle Falance, Perelman Center (HUP)

Jacquelyn Quintero, Nazareth Hospital

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Denise Bentley, PT, DPT (PT Clinician, Adjunct)

Alison Lemmo, PT, DPT (Health Sciences Faculty, Assistant Professor)

Renee Nusbaumer, PTA (PTA Clinician, CI, Adjunct)

Alex Miscannon PT, DPT (PT Clinician, CI, PT Administrator & Employer)

Jennifer Rybacki, PTA (Clinician, Alumnus)

Lisa Slack, PTA (PTA Clinician, Alumnus)

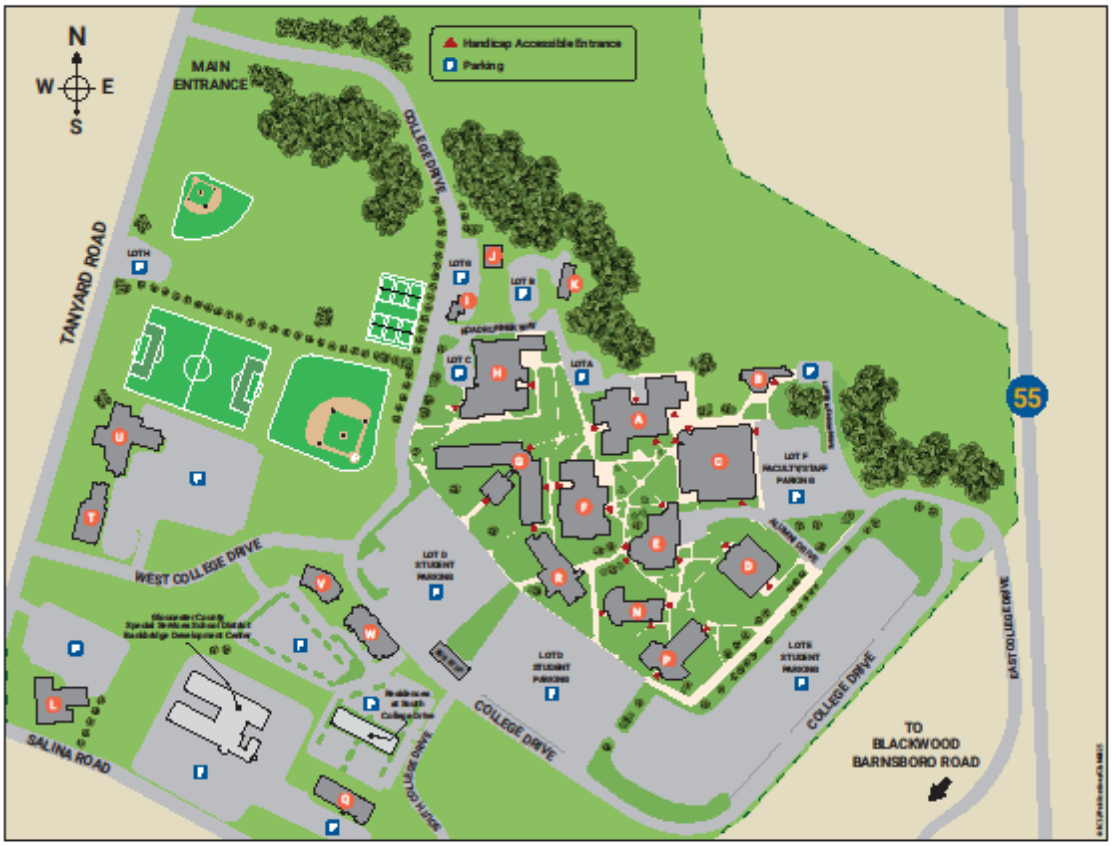
Gloucester Campus Map

Rowan College SOUTH JERSEY

Gloucester Campus Map

1400 Tanyard Road, Sewell, NJ 08080

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A. Eugene J. McCaffrey College Center (CC)
- *Center for Wellness and Support*
- *Food Pantry*
- *Roadrunner Cafe*
- *Security*

B. Medical Arts Center (MAC)

C. Education and Humanities Center (EHC)

D. Rastelli Business & Corporate Center (BAC)

E. Student Services (SS)
- *Advising*
- *Testing Center*

F. Library - Learning Commons (LC)
- *Academic Support Center*
- *College Store*
- *Together Cafe Too*

G. Scott Hall - STEM Center (SCOTT)

H. Physical Education Center (PEC)
- *Fitness Center/Gymnasium*
- *Law and Justice Education Center (LJC)*
- *Police Academy*
- *Real Time Crime Center*

I. Safety & Security
- *Sheriff's Office*
- *Welcome Center (WELC)*

J. Gloucester County Allied Health Center

K. Facilities

L. Career and Technical Education Center

N. Acenda Behavioral Sciences Center (BSC)

P. Inspira Nursing & Health Professions Center (NAH)

Q. Stephen M. Sweeney Center for Special Services

R. Math & Engineering Center (MEC)

T. Economic Development Center

U. Rowan Medicine
- *Together Cafe*

V. Inspira Health Sciences Center (HS)

W. GCIT Advanced Manufacturing and Applied Science (AMAS)

Off-Campus Site
- Rowan College Prep - GCIT
  1360 Tanyard Rd., Sewell, NJ

Cumberland Campus Map

Rowan College SOUTH JERSEY

Cumberland Campus Map

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1. Luciano Center (LUC)
   - *Business Studies Division*
2. Arpino Education and Humanities Center (ARP)
   - *Computer Labs*
   - *Education & Humanities Division*
   - *ESL*
   - *Military Services*
   - *Testing and Tutoring*
3. Guaracini Center (GUAR)
   - *Adult Education*
   - *Health Professions*
   - *Luciano Theatre*
4. Brown University Center (UNIV)
   - *Behavioral Science & Justice Studies*
5. Wheaton Building (WHT)
   - *Navone Healthcare*
   - *Nursing & Health Professions Division*
6. Mechatronics Innovation Learning Lab (MILL)
7. Alampi Science Building (SCI)
   - *STEM Division*
8. Library (LIB)
   - *Computer Lab & IT Support*
9. Network Operations Center
10. Administration Building (ADM)
11. Student and Enrollment Services Center (SESC)
    - *Admissions/Registration*
    - *Advising*
    - *Bookstore*
    - *Bursar/Financial Aid*
    - *Center for Wellness and Support*
    - *Cunningham Gymnasium*
    - *Food Pantry*
    - *One Stop*
    - *Safety & Security*
    - *Together Cafe*
12. Central Plant - Shipping and Receiving
13. Pole Barn
14. Rowan Medicine
16. Center for Workforce & Economic Development

Off-Campus Sites
- Arts & Innovation Center (MAIC) 321 N. High St., Millville, NJ
- Rowan College Prep - CCTEC 3400 College Dr., Vineland, NJ

Rowan College
SOUTH JERSEY

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