

GCIT
Collegiate High School
Program

Welcome

It is with great pleasure that the Gloucester County Vocational Technical School District (GCVTSD) and Rowan College at Gloucester County (RCGC) invite you to become part of a new approach to education that is as unique as each one of you — the GCIT Collegiate High School Program.

We are excited at the opportunity to offer you this cost-saving, fully customizable option, which allows you to tailor your educational pathway. Through the GCIT Collegiate High School Program, GCIT seniors will have more options than ever to design their ideal high school education while earning college credit. Regardless of the senior option you pursue, the GCIT Collegiate High School Program allows you to take an active role in shaping your education. Options include:

- Remain at GCIT and take Honors and CP courses/electives
- Attend RCGC to earn college credit for your English and Physical Education requirements then return to GCIT to take Honors and CP electives, take advantage of School to Work, or participate in Early Release
- Attend RCGC to earn college credit for your English and Physical Education requirements and then remain on the College campus to take additional RCGC courses via HSOP

RCGC's HSOP offers the opportunity to save money while earning college credit — and possibly even an associate degree — all before high school graduation. HSOP students are provided with individualized advisement tailored toward career, major and personal goals. HSOP students receive a 65% discount on tuition and are fully immersed in the collegiate environment without missing significant high school experiences like senior trips and prom. The GCIT Collegiate High School Program and HSOP offer students access to the very best that both high school and college have to offer.

A career spent in education will very quickly teach you that no two students are exactly alike. Through the GCIT Collegiate High School Program, we are able to offer you more educational options and cost-saving programs to enable you to design your own pathway to the future of your choice. We applaud you for possessing the focus and foresight to begin pursuing your college education earlier than your peers.

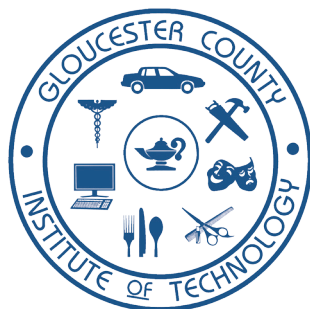
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GCIT Collegiate High School Program



Rowan College Gloucester County (RCGC) and the Gloucester County Vocational Technical School District (GCVTSD) have developed the GCIT Collegiate High School program, a dual enrollment advantage agreement that offers college-level courses exclusively through RCGC in the senior year of high school. This opportunity is all-inclusive in that all seniors are eligible to participate. The Collegiate High School Program will provide seniors an alternative pathway to a quality education at significant cost savings. Students who elect to participate in the Collegiate High School option will individually select their courses via RCGC's High School Option Program (HSOP). Course selection will be based on individual and career goals, choice institution of higher learning, and major/degree in which they intend to pursue.

Enrollment in the Collegiate High School program is not mandatory. RCGC's High School Option Program (HSOP) may be explored to maximize opportunities to earn college credit at a reduced cost. Coursework completed may be applied to an RCGC degree program or be transferred to another institution of higher education.

The following options are available for each GCIT senior:

- Option 1: senior elects to stay at GCIT and take Honors and CP courses/electives
- Option 2: senior elects to attend RCGC and take college-level English and physical education courses. Students may choose to return to GCIT to take CP and Honors electives, participate in School to Work or chose early release.
- Option 3: senior elects to attend RCGC and take college-level English and physical education courses. Students may pursue additional coursework through HSOP. Students and are fully immersed in RCGC courses on campus. For Option 3, students will be registered for HSOP courses with the discounted tuition rates.

Getting started:

Students will start this process during the freshman year at GCIT.

1. Complete the GCIT Participation Form. This form is the application that will create your account at RCGC. Forms will be distributed to students by their guidance counselor at GCIT.

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2. Take the Accuplacer exam(s) (if applicable). The test(s) can be completed at GCIT. Your Guidance Counselor will schedule a day for you to take the reading portion of Accuplacer. Any other test should be scheduled individually with your Guidance Counselor.
Note: *if you meet the exemption criteria (SAT, ACT, PARCC scores) your guidance counselor will have that information and you may not need to take Accuplacer.*
 3. Registration for Collegiate High School courses will be during the spring semester of the student's junior year. Course selection and registration will be conducted with the RCGC guidance counselor through GCIT's guidance office.
 4. Every senior at GCIT will have the same opportunity to take part in the Collegiate High School. Each GCIT student not following an academy program path at GCIT will have their RCGC course selection designed individually to earn a degree. Therefore, there are no standard degree/course outline in this packet due to the variety of career themes.

GCIT Collegiate High School Course Bank

Collegiate High School students taking course are Rowan College at Gloucester County (RCGC) will be scheduled based on prior/current coursework and future educational goals. All testing and course prerequisites must be met prior to course registration. All exemptions and prerequisites are listed below. If there are any questions, please see Mr. Jeffrey Burns, RCGC Liaison, at GCIT for further explanation.

ACCUPLACER TESTING EXEMPTION IN MATHEMATICS (ALGEBRA AND ARITHMETIC):

TEST	SCORE
PARCC Mathematics: Algebra II Assessment	Level 4 or 5
SAT Math — Prior to March 2016	500 or higher
SAT Math — March 2016 and moving forward	530 or higher

ACCUPLACER TESTING EXEMPTION IN READING COMPREHENSION AND SENTENCE SKILLS (WRITING):

TEST	SCORE
PARCC English Language Arts/Literacy: Grade 11 or 12 Assessment	Level 4 or 5
SAT Critical Reading — Prior to March 2016	500 or higher
SAT ERW — March 2016 and moving forward	480 or higher

ACCUPLACER TESTING EXEMPTION IN READING, WRITING AND MATHEMATICS:

TEST	SCORE
ACT Composite Score	21 or higher

RCGC does not provide exemptions based on the writing portion of the SAT.

RCGC COURSE AND ASSOCIATED PREREQUISITE(S)

Code — Course Title	Prerequisite for Course
ALH 102* — Medical Terminology	RDG: 70+
ALH 140* — BioMedical Ethics	RDG: 70+
ART 101 — Art Appreciation	RDG: 70+
BIO 101* — General Biology	RDG: 70+ & HS Bio
BIO 102 — General Biology 2	BIO 101
BIO 105* — Anatomy and Physiology 1	RDG: 70+ & HS Bio & HS Chem
BIO 106* — Anatomy and Physiology 2	BIO 105
BIO 215 — Micro Biology	BIO 102 or BIO 106
BUS 102* — Accounting 1	RDG: 70+
BUS 103 — Accounting 2	BUS 102
BUS 107 — Business Law 1	RDG: 70+
BUS 108 — Business Law 2	BUS 107
BUS 221* — Marketing	RDG: 70+
CET 101* — Introduction to Materials	RDG: 70+
CHM 111* — General Chemistry	HS Chem & MAT 105 (H ALG 2)
CHM 112 — General Chemistry 2	CHM 111
CIS 102 — Intro to Computers	RDG: 70+
CIS 207 — Management Information Systems	CIS 102 and BUS 103

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GCIT Collegiate High School Course Bank, continued

COM 201 — Journalism	ENG 101
COM 210 — Film History and Appreciation	RDG: 70+
COM 212 — TV History and Appreciation	RDG: 70+
COM 217 — Applied Media Aesthetics	RDG: 70+
COM 219 — The Television Industry	RDG: 70+
COM 220 — Mass Media	ENG 101
CSC 101 — Intro to Programming	RDG: 70+
CSC 111 — Intermediate Programming	CSC 101
CSC 203 — Assembly Language & Computer Org.	CSC 111
CSC 205 — Programming C++	CSC 111
CSC 210 — Java	CSC 205 or Dean Permission
CSC 220 — Data Structures & Algorithm	CSC 205
DFT 103* — CADD 1	RDG: 70+
ECO 101 — Macro Economics	MAT 105 or MAT 151
ECO 102 — Micro Economics	ECO 101
ECO 103* — Personal Finance	RDG: 70+
ENG 101* — English Composition 1	RDG: 70+ & COM 96+
ENG 102 — English Composition 2	ENG 101
ENR 102* — Freshman Clinic 1	RDG: 70+ & MAT 110(HS Pre Calc)
ENR 103* — Freshman Clinic 2	ENR 102 and HS Calc
ENR 201 — Sophomore Clinic 1	ENR 103 & ENG 102 (Co-Requisite)
ENR 202 — Sophomore Clinic 2	ENR 201 & SPE 101
ENR 207 — Engineering Materials	CHM 111 (co-requisite)
HIS 206* — World History	RDG: 70+
HPE 136* — Nutrition	RDG: 70+
MAT 103 — Statistics	RDG: 70+ & ALG 76+
MAT 105 — Intermediate Algebra	RDG: 70+ & ALG 76+
MAT 108* — Calculus 1	RDG 70+ & ALG 76+ & MAT 107 (honors HS calculus)
MAT 122 — Calculus 2	MAT 108
MAT 201 — Discrete Mathematics	MAT 107 (honors HS calculus)
MAT 221 — Calculus 3	MAT 122
MAT 151 — Math for Management	MAT 105 (Honors ALG 2)
MAT 152 — Applied Calculus	MAT 151 or Honors HS Calculus
PHI 101 — Intro to Philosophy	RDG: 70+
PHY 201 — Calc Based Physics 1	MAT 108
PHY 202 — Calc Based Physics 2	PHY 201
PSY 101 — Psychology	RDG: 70+
PSY 211 — Psychology of Human Development	PSY 201
SPE 101* — Oral Communication	RDG: 70+
SOC 101 — Intro to Sociology	RDG: 70+
SOC 130 — Society, Ethics & Technology	RDG: 70+

(*) symbolizes courses offered at GCIT

CONTACT

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Academy of Allied Health and Medical Sciences

Students pursuing a career/degree in Allied Health and Nursing may choose from the bank of courses below. Students can earn a degree in Health Sciences by completing the necessary course requirements. These courses will be selected on an individual basis to suit the needs of each student.

Please consult the GCIT Collegiate High School Course Bank for a list of course options as well as all testing and course prerequisites.

Students must meet all testing and course prerequisites prior to course registration

Courses offered and recommended at GCIT	Courses that need to be completed between sophomore year and the end Collegiate high school	
ALH 102 ALH 140 BIO 101 BIO 105 HIS 206 HPE 136 SPE 101	ENG 101 (<i>Free</i>) HPE (<i>Free</i>) BIO 106 BIO 215 CHM 111 CHM 112	ENG 102 MAT 103 MAT 105 PSY 101 PSY 211 SOC 101

The suggested courses will allow a student to work toward a Nursing Pathway or medical-type degrees. This coursework is an example for a student who wants to pursue a Nursing degree. Students will be advised on an individual basis depending on future goals.

RCGC Code	Course Name	2017–2018 Tuition
ALH 102	Medical Terminology	\$153.30
ALH 140	Biomedical Ethics	\$153.30
BIO 101	General Biology I	\$483.40
BIO 102	General Biology II	\$483.40
BIO 105	Anatomy & Physiology I	\$483.40
BIO 106	Anatomy & Physiology II	\$483.40
BIO 215	Microbiology	\$483.40
CHM 111	General Chemistry I	\$483.40
CHM 112	General Chemistry I	\$483.40
ENG 101	English Composition I	\$153.30

RCGC Code	Course Name	2017–2018 Tuition
ENG 102	English Composition II	\$153.30
HIS 206	World History II	\$153.30
HPE 136	Nutrition	\$153.30
MAT 103	Statistics	\$153.30
MAT 105	Intermediate Algebra	\$204.40
PSY 101	General Psychology	\$153.30
PSY 211	Psychology of Human Development	\$153.30
SPE 101	Oral Communication	\$153.30
SOC 101	Introduction to Sociology	\$153.30

All recommended courses offered at GCIT are free of charge.

Tuition prices indicated are for tuition and fees. Students are also responsible for purchasing the required textbooks/supplies.

The cost for each course above reflects the 2017–2018 RCGC tuition rate for HSOP courses (discounted). Rates are expected to change for the 2018–2019 academic year.

Academy of Engineering

Students pursuing a career/degree in Engineering may choose from the bank of courses below. Due to course rigor and differences between engineering degrees at varying universities, most students within this pathway will not receive an Associate Degree by the end of the senior year in high school. An academic plan for each student will be developed based on academic progress, individual needs and choice of institution of higher education.

Students must meet all testing and course prerequisites prior to course registration

Courses offered and recommended at GCIT	Senior year at Collegiate high school
BIO 101 CET 101 DFT 103 ENR 102 ENR 103 HIS 206	ENG 101 (<i>Free</i>) HPE (<i>Free</i>) Additional courses will be selected based on each student's individualized academic plan.

The suggested courses will allow a student to work toward an Engineering degree. Students will be advised on an individual basis depending on future goals.

RCGC Code	Course Name	2017–2018 Tuition
BIO 101	General Biology I	\$483.40
CET 101	Introduction to Materials	\$153.30
CHM 111	General Chemistry I	\$483.40
CHM 112	General Chemistry II	\$483.40
CSC 101	Introduction to Programming	\$382.30
DFT 103	CADD 1	\$499.30
ENG 101	English Composition I	\$153.30
ENG 102	English Composition II	\$153.30
ENR 102	Freshman Engineering Clinic I	\$244.20
ENR 103	Freshman Engineering Clinic II	\$244.20

RCGC Code	Course Name	2017–2018 Tuition
ENR 201	Sophomore Engineering Clinic I	\$295.10
ENR 202	Sophomore Engineering Clinic II	\$295.10
ENR 207	Engineering Materials	\$397.30
HIS 206	World History II	\$153.30
MAT 108	Calculus I	\$204.40
MAT 122	Calculus II	\$204.40
MAT 221	Calculus III	\$204.40
PHY 201	Physics I (calculus-based)	\$483.40
PHY 202	Physics II (calculus-based)	\$483.40

Please note: Students are encouraged to take MAT108-Calculus I prior to senior year of high school to allow movement through the required math sequence in a timely manner.

All recommended courses offered at GCIT are free of charge.

Tuition prices indicated are for tuition and fees. Students are also responsible for purchasing the required textbooks/supplies.

The cost for each course above reflects the 2017–2018 RCGC tuition rate for HSOP courses (discounted). Rates are expected to change for the 2018–2019 academic year.

Academy of Finance and Business Management

Students pursuing a career/degree in Business & Finance may choose from the bank of courses below. Students can earn a degree in Business Administration by completing the necessary course requirements. These courses will be selected on an individual basis to suit the needs of each student.

Please consult the GCIT Collegiate High School Course Bank for a list of course options as well as all testing and course prerequisites.

Students must meet all testing and course prerequisites prior to course registration

Courses offered and recommended at GCIT	Courses that need to be completed between sophomore year and the end Collegiate high school	
BIO 101 BUS 102 BUS 103 BUS 221 HIS 206 SPE 101	ENG 101 (<i>Free</i>) HPE (<i>Free</i>) BUS 107 BUS 108 CIS 102 CIS 207 ECO 101	ECO 102 ENG 102 MAT 103 MAT 151 MAT 152 PSY 101 or SOC 101

This coursework will allow a student to work toward a Business Administration degree. Each institution of higher education may require different coursework. Therefore, these course options are flexible and advisement will occur on an individual basis.

RCGC Code	Course Name	2017–2018 Tuition
BIO 101	General Biology I	\$483.40
BUS 102	Accounting I	\$204.40
BUS 103	Accounting II	\$204.40
BUS 107	Business Law I	\$153.30
BUS 108	Business Law I	\$153.30
BUS 221	Principles of Marketing	\$153.30
CIS 102	Introduction to Computers	\$382.30
CIS 207	Management Information Systems	\$299.20
ECO 101	Macro Economics	\$153.30
ECO 102	Micro Economics	\$153.30

RCGC Code	Course Name	2017–2018 Tuition
ECO 103	Personal Finance	\$153.30
ENG 101	English Composition I	\$153.30
ENG 102	English Composition II	\$153.30
HIS 206	World History II	\$153.30
MAT 103	Statistics	\$153.30
MAT 151	Mathematics for Management	\$204.40
MAT 152	Applied Calculus	\$204.40
PSY 101	General Psychology	\$153.30
SPE 101	Oral Communication	\$153.30
SOC 101	Introduction to Sociology	\$153.30

All recommended courses offered at GCIT are free of charge.

Tuition prices indicated are for tuition and fees. Students are also responsible for purchasing the required textbooks/supplies.

The cost for each course above reflects the 2017–2018 RCGC tuition rate for HSOP courses (discounted). Rates are expected to change for the 2018–2019 academic year.

Academy of Information Technology and Digital Communications

Students pursuing a career/degree in Information Technology and Digital Communications may choose from the bank of courses below. Due to the course rigor and differences between degrees at varying universities, most students within this pathway will not receive an Associate Degree by the end of the senior year of high school. An academic plan for each student will be developed based on academic progress, individual goals and choice of institution of higher education.

Please consult the GCIT Collegiate High School Course Bank for a list of course options as well as all testing & course prerequisites.

Students must meet all testing and course prerequisites prior to course registration

Courses offered and recommended at GCIT	Courses that need to be completed between sophomore year and the end Collegiate high school
BIO 101 CHM 111 HIS 206 MAT 108 SPE 101	ENG 101 (<i>Free</i>) HPE (<i>Free</i>) Courses will be selected based on each student's individualized academic plan. Students within this academy will be advised based on their four-year collegiate institution and academic goals.

The suggested courses will allow a student to work toward a Computer Science degree. Students will be advised on an individual basis depending on future goals.

RCGC Code	Course Name	2017–2018 Tuition
BIO 101	General Biology I	\$483.40
CHM 111	General Chemistry I	\$483.40
CSC 101	Introduction to Programming	\$383.30
CSC 111	Intermediate Programming	\$383.30
CSC 203	Assembly Language & Computer Organization	\$383.30
CSC 205	Programming in C++	\$383.30
CSC 210	Object-Oriented Programming in Java	\$383.30
CSC 220	Data Structures & Algorithm	\$383.30
ENG 101	English Composition I	\$153.30

RCGC Code	Course Name	2017–2018 Tuition
ENG 102	English Composition II	\$153.30
HIS 206	World History II	\$153.30
MAT 108	Calculus I	\$204.40
MAT 122	Calculus II	\$204.40
MAT 201	Discrete Mathematics	\$153.30
PHY 201	Physics I	\$483.40
PHY 202	Calc Based Physics 2	\$483.40
SPE 101	Oral Communication	\$153.30

Please note: Students are encouraged to take MAT108-Calculus and CSC111-Intermediate Programming and I prior to senior year of high school to allow you to move through the required course sequence in a timely manner.

All recommended courses offered at GCIT are free of charge.

Tuition prices indicated are for tuition and fees. Students are also responsible for purchasing the required textbooks/supplies.

The cost for each course above reflects the 2017–2018 RCGC tuition rate for HSOP courses (discounted). Rates are expected to change for the 2018–2019 academic year.

RCGC Student Code of Conduct and Procedural Standards

Student Code of Conduct and Procedural Standards

Board policy 8106, revised 6/9/2015

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.

Additionally, the College has the authority and responsibility to maintain order and to exclude those who are disruptive of the educational process.

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.

Rowan College at Gloucester County 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 both institutions.

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 Procedural Standards and may result in disciplinary sanctions.

1. All acts of sexual violence including dating violence, domestic violence, sexual assault and stalking as defined in Board Policy 7007 Sexual Misconduct and the Rights of Victims.
2. Dishonesty, such as cheating or furnishing false information to the College or plagiarism.
3. Forgery, alteration or misuse of College documents, records or identification.
4. Obstruction or disruption of teaching, administration, disciplinary procedures or College activities.
5. Physical abuse of any person (or people) on College-owned or -controlled property or at College-sponsored or -supervised functions.
6. Conduct which threatens or endangers the health or safety of any such person (or people).
7. Engaging in violence, threats, intimidation, harassment, bullying or any other activity where a reasonable person feels threatened.
8. Theft or damage to property of the College or that of a member of the College community.
9. Unauthorized entry to, or use of, College facilities.
10. Use, possession or distribution of narcotic or dangerous drugs and chemicals as defined in federal, state and local statutes except as expressly permitted by law.
11. Possession, use or distribution of alcoholic and intoxicating beverages on the College campus or at College-sponsored or -supervised functions except as provided for by College policy.
12. Lewd, indecent or obscene conduct in violation of federal, state or local statutes on College-owned or -controlled property or at College-sponsored or -supervised functions.
13. The possession of firearms or other weapons on College property or at any College-sponsored or -supervised functions, excluding law enforcement personnel and bank couriers on official business with the College and students who are active duty law enforcement personnel.
14. Failure to comply with direction of College officials when those officials are acting in performance of their duties and are requesting that the student behave in accordance with College policies or administrative procedures.
15. Violation of any College policy or administrative procedure as published through such means as the College catalog, the College student handbook or as made publicly available on the College's website, in the College's library or in the Office of Institutional Compliance.

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.

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 wellbeing of the College community.

The President will have procedural standards detailed in the administrative procedure.

Student Code of Conduct and Procedural Standards

Administrative procedure 8106, revised 6/9/2015

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 Rowan College at Gloucester County 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 written copy of the complaint and be given an opportunity to appeal.

While the final responsibility for administration of student discipline rests with the President of the College, the President 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.

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 Standard 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.

Students who are suspended or expelled as a result of a violation of the Student Standard of Conduct are not eligible for a refund of tuition or fees for the semester in which the suspension or expulsion occurs. Students who are suspended or expelled after the Withdrawal Deadline has passed are not eligible to receive Withdrawals.

Process for Student Conduct Issues and Discipline

Filing a Complaint — Complaints should be filed in a timely manner. Complaints against students may be filed by anyone who feels the Student Standard of Conduct has been violated. A complaint must be received in

writing by the Office of Student Affairs. Students and staff may file complaints directly in the Office of Student Affairs or complaints may be sent via email to the Director of Student Affairs or his or her designee, (hereafter “Director”). Complaints should include as much detail as possible and make a specific reference to the part of the Student Standard of Conduct the complainant feels has been violated. If the complaint involves perceived criminal activity, it should immediately be reported to Campus Safety and Security (856-681-6287) who will then forward a report to Student Affairs. If a complaint provides evidence that presence of the accused student on campus may pose a threat to others or to the continuance of normal College function, the College reserves the right to impose an interim suspension from campus pending a disciplinary hearing.

Notice — If it is determined that a complaint will be adjudicated by the disciplinary system, the accused student will be notified of the alleged violation via the campus webmail system. Notice may also be made in writing or by phone using the student’s contact information on file. The disciplinary hearing notice will state which portion of the Student Standard of Conduct was allegedly violated and describe the date and location on which the alleged violation occurred if applicable. The hearing notice will instruct the student to call and schedule a disciplinary hearing or waive his/her right to a hearing by signing a Hearing Waiver. If the accused student fails to attend or reschedule the hearing, a decision may be made in the student’s absence. Alternately, an administrative hold may be placed on the student’s account for failure to respond to a disciplinary hearing notice.

Rights in Disciplinary Hearings —

1. The student has the right to receive written notice of the charges.
2. The student has the right to review the case file prior to and/or during the hearing. All personally identifying information of other individuals mentioned in the case will be redacted. The student may review the file, but may not take photographs of the file or be provided with copies.
3. The burden of proof in determining responsibility rests upon the complainant, who must establish that the accused student is “more likely than not” responsible for the conduct violation based on the information presented.

4. Disciplinary hearings will be closed. Only those directly involved in the case can attend.
5. The student has the right to confidentiality pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974.
6. The student has the right to be assigned an impartial hearing officer.
7. The student has the right to have a personal advisor present at the disciplinary hearing as a support person. The advisor may be an attorney. While the advisor can be present, he or 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. A student wishing to have an advisor present must inform the Office of Student Affairs at least 24 hours in advance of the disciplinary hearing. If the advisor is an attorney, the College will determine if legal counsel for the College should also be present at the hearing. If the student's selected advisor is unable to attend, the hearing will not be canceled.
8. The student has the right to bring witnesses with information directly related to the incident to the hearing. Witnesses may not be present for the entire disciplinary hearing. They will be called to participate when appropriate. A hearing will not be postponed if a witness is unable to attend. Written statements from witnesses may be considered. A student wishing to have a witness present must inform the Office of Student Affairs at least 24 hours in advance of the disciplinary hearing by providing the name of the witness or witnesses and a summary of the information he/she is expected to provide.
9. The accused student will receive written notification of the decision reached via campus webmail after a decision is reached. The student may be notified via postal mail as well. The notification of results will include a list of sanctions imposed, if any.
10. Victims may submit written statements detailing the effects of the violation. These statements will remain confidential and will be used in determining appropriate sanctions if the accused is found responsible. In "crimes of violence" or "sex offenses," victims have the right to be notified of the outcome of the disciplinary hearing and information. Victims in these cases also have the right to appeal. In cases of sexual misconduct, victims have the right to full participation in the disciplinary hearing process.

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. As a general rule, cases of sexual misconduct will be heard by a hearing officer. (See Board policy and Administrative procedure, 7007 Sexual Misconduct and the Rights of Victims)

Description of Sanctions

Types of sanctions which may be imposed include, but are not limited to the following:

Official Warning — An official warning is a written statement indicating that a student has violated the Student Standard 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.

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 Standard of Conduct. Decision making assignments are submitted to the Director of Student Affairs.

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 Counseling and Wellness Services 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.

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Hearing and Appeals Processes

Step 1 — A Complaint is Filed A report of misconduct is received by the Director of the Office of Student Affairs. 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.

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The President's decision is final.

RCGC Student Code of Conduct and Procedural Standards

Student Code of Conduct and Procedural Standards

Board policy 8106, revised 6/9/2015

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.

Additionally, the College has the authority and responsibility to maintain order and to exclude those who are disruptive of the educational process.

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.

Rowan College at Gloucester County 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 both institutions.

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 Procedural Standards and may result in disciplinary sanctions.

1. All acts of sexual violence including dating violence, domestic violence, sexual assault and stalking as defined in Board Policy 7007 Sexual Misconduct and the Rights of Victims.
2. Dishonesty, such as cheating or furnishing false information to the College or plagiarism.
3. Forgery, alteration or misuse of College documents, records or identification.
4. Obstruction or disruption of teaching, administration, disciplinary procedures or College activities.
5. Physical abuse of any person (or people) on College-owned or -controlled property or at College-sponsored or -supervised functions.
6. Conduct which threatens or endangers the health or safety of any such person (or people).
7. Engaging in violence, threats, intimidation, harassment, bullying or any other activity where a reasonable person feels threatened.
8. Theft or damage to property of the College or that of a member of the College community.
9. Unauthorized entry to, or use of, College facilities.
10. Use, possession or distribution of narcotic or dangerous drugs and chemicals as defined in federal, state and local statutes except as expressly permitted by law.
11. Possession, use or distribution of alcoholic and intoxicating beverages on the College campus or at College-sponsored or -supervised functions except as provided for by College policy.
12. Lewd, indecent or obscene conduct in violation of federal, state or local statutes on College-owned or -controlled property or at College-sponsored or -supervised functions.
13. The possession of firearms or other weapons on College property or at any College-sponsored or -supervised functions, excluding law enforcement personnel and bank couriers on official business with the College and students who are active duty law enforcement personnel.
14. Failure to comply with direction of College officials when those officials are acting in performance of their duties and are requesting that the student behave in accordance with College policies or administrative procedures.
15. Violation of any College policy or administrative procedure as published through such means as the College catalog, the College student handbook or as made publicly available on the College's website, in the College's library or in the Office of Institutional Compliance.

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.

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 wellbeing of the College community.

The President will have procedural standards detailed in the administrative procedure.

Student Code of Conduct and Procedural Standards

Administrative procedure 8106, revised 6/9/2015

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 Rowan College at Gloucester County 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 written copy of the complaint and be given an opportunity to appeal.

While the final responsibility for administration of student discipline rests with the President of the College, the President 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.

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 Standard 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.

Students who are suspended or expelled as a result of a violation of the Student Standard of Conduct are not eligible for a refund of tuition or fees for the semester in which the suspension or expulsion occurs. Students who are suspended or expelled after the Withdrawal Deadline has passed are not eligible to receive Withdrawals.

Process for Student Conduct Issues and Discipline

Filing a Complaint — Complaints should be filed in a timely manner. Complaints against students may be filed by anyone who feels the Student Standard of Conduct has been violated. A complaint must be received in

writing by the Office of Student Affairs. Students and staff may file complaints directly in the Office of Student Affairs or complaints may be sent via email to the Director of Student Affairs or his or her designee, (hereafter “Director”). Complaints should include as much detail as possible and make a specific reference to the part of the Student Standard of Conduct the complainant feels has been violated. If the complaint involves perceived criminal activity, it should immediately be reported to Campus Safety and Security (856-681-6287) who will then forward a report to Student Affairs. If a complaint provides evidence that presence of the accused student on campus may pose a threat to others or to the continuance of normal College function, the College reserves the right to impose an interim suspension from campus pending a disciplinary hearing.

Notice — If it is determined that a complaint will be adjudicated by the disciplinary system, the accused student will be notified of the alleged violation via the campus webmail system. Notice may also be made in writing or by phone using the student’s contact information on file. The disciplinary hearing notice will state which portion of the Student Standard of Conduct was allegedly violated and describe the date and location on which the alleged violation occurred if applicable. The hearing notice will instruct the student to call and schedule a disciplinary hearing or waive his/her right to a hearing by signing a Hearing Waiver. If the accused student fails to attend or reschedule the hearing, a decision may be made in the student’s absence. Alternately, an administrative hold may be placed on the student’s account for failure to respond to a disciplinary hearing notice.

Rights in Disciplinary Hearings —

1. The student has the right to receive written notice of the charges.
2. The student has the right to review the case file prior to and/or during the hearing. All personally identifying information of other individuals mentioned in the case will be redacted. The student may review the file, but may not take photographs of the file or be provided with copies.
3. The burden of proof in determining responsibility rests upon the complainant, who must establish that the accused student is “more likely than not” responsible for the conduct violation based on the information presented.

4. Disciplinary hearings will be closed. Only those directly involved in the case can attend.
5. The student has the right to confidentiality pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974.
6. The student has the right to be assigned an impartial hearing officer.
7. The student has the right to have a personal advisor present at the disciplinary hearing as a support person. The advisor may be an attorney. While the advisor can be present, he or 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. A student wishing to have an advisor present must inform the Office of Student Affairs at least 24 hours in advance of the disciplinary hearing. If the advisor is an attorney, the College will determine if legal counsel for the College should also be present at the hearing. If the student's selected advisor is unable to attend, the hearing will not be canceled.
8. The student has the right to bring witnesses with information directly related to the incident to the hearing. Witnesses may not be present for the entire disciplinary hearing. They will be called to participate when appropriate. A hearing will not be postponed if a witness is unable to attend. Written statements from witnesses may be considered. A student wishing to have a witness present must inform the Office of Student Affairs at least 24 hours in advance of the disciplinary hearing by providing the name of the witness or witnesses and a summary of the information he/she is expected to provide.
9. The accused student will receive written notification of the decision reached via campus webmail after a decision is reached. The student may be notified via postal mail as well. The notification of results will include a list of sanctions imposed, if any.
10. Victims may submit written statements detailing the effects of the violation. These statements will remain confidential and will be used in determining appropriate sanctions if the accused is found responsible. In "crimes of violence" or "sex offenses," victims have the right to be notified of the outcome of the disciplinary hearing and information. Victims in these cases also have the right to appeal. In cases of sexual misconduct, victims have the right to full participation in the disciplinary hearing process.

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. As a general rule, cases of sexual misconduct will be heard by a hearing officer. (See Board policy and Administrative procedure, 7007 Sexual Misconduct and the Rights of Victims)

Description of Sanctions

Types of sanctions which may be imposed include, but are not limited to the following:

Official Warning — An official warning is a written statement indicating that a student has violated the Student Standard 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.

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 Standard of Conduct. Decision making assignments are submitted to the Director of Student Affairs.

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 Counseling and Wellness Services 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.

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Parent Signature

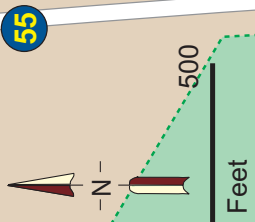
Date

Student Signature

Date



Rowan College
GLOUCESTER COUNTY
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★ Entrance with automatic door opener
All buildings are handicapped accessible