

The College has a clearly defined student conduct code. The full text is printed below.

I. Title of Regulation: Student Code of Conduct

II. Objective of Regulation

In keeping with the values defined in our Mission Statement, Passaic County Community College strives to maintain a supporting, open environment where learning and creativity can flourish. Passaic County Community College values honesty, integrity, and accountability. The College must take every opportunity to offer students both formal and informal experiences that foster learning, personal growth, and civic responsibility. As such, its rules should be conceived for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends.

Passaic County's rich diversity defines us and shapes our efforts. Passaic County Community College students are expected to respect the human dignity of all members of the community and resist behavior that may cause danger or harm to others. All Passaic County Community College students are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. Students are expected to adhere to the civil and criminal laws of the local community, state, and nation and to regulations, policies, and procedures set forth by the College.

This document describes the College's Student Code of Conduct. It specifies prohibited types of behavior, the sanctions that can be applied, and the jurisdiction, structure, and operation of the College's system for deciding disciplinary cases. It is the responsibility of all Passaic County Community College students to familiarize themselves with these regulations.

III. Definitions

- A. The term "PCCC" or "College" means Passaic County Community College.
- B. The term "student" includes all persons taking credit and non-credit courses at PCCC, pursuing undergraduate or continuing education studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with PCCC are considered "students."
- C. The term "faculty member" means any person hired by PCCC to conduct classroom activities.
- D. The term "College Official" includes any person employed by PCCC performing assigned administrative or professional responsibilities.
- E. The term "member of the PCCC community" includes any person who is a student, faculty member, PCCC official, or any other person employed by PCCC.

- F. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.
- G. The term "organization" means any group of persons that has complied with the formal requirements for College recognition.
- H. The term "Student Development Committee" means a standing committee of the Academic Council, the academic governing body of PCCC. The Student Development Committee is authorized by the Bylaws of the Academic Council to determine whether a student has violated the Student Code of Conduct and to recommend the imposition of sanctions.
- I. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructions in writing papers, preparing reports, solving problems, or carrying out the assignments; or, (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
- J. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- K. The term "disruptive behavior" includes engaging in any reckless, tumultuous, or unlawful act or course of conduct outside of class, or engaging in any classroom behavior detrimental to the learning environment that may require the faculty member to verbally dismiss the student from the classroom and/or request a security escort. This behavior includes, but is not limited to, acting out, participating in side conversations, and the use of cellular telephones, audible beeper messages, or other forms of audible electronic devices. This provision is not designed to be used as a means to punish classroom dissent. The lawful expression of a disagreement with the teacher is not in itself "disruptive" behavior.
- L. The term "expulsion" means permanent separation of the student from the College.

IV. Purpose and Scope of the Student Code of Conduct

- A. The purpose of the Student Code of Conduct is to provide a set of regulations and to ensure that all students receive fair treatment as described in this Student Code of Conduct when violations of the regulations occur.
- B. The Student Code of Conduct will apply to students engaging in activities on campus, or at any of the Passaic County Community College premises as well as to student organizations sponsoring approved functions on or off campus.

V. Violation of Conduct

- A. Any student found to have committed the following misconduct is subject to the disciplinary sanctions set forth in the Student Code of Conduct:
 - 1. Physical abuse of another; or use of or threat to use physical force or violence to harass, abuse, intimidate, coerce, or injure another.
 - 2. Causing physical harm to another; verbal abuse of others; intimidation or harassment by verbal or written threats; or any actions that incite the use of physical force or violence by others.
 - 3. Persisting in making or causing to be made unreasonable, excessive tumultuous noise, which includes but is not limited to profanity or offensive language.
 - 4. Obstruction or restraining the free movement of another or causing a campus disorder in authorized activities and events.
 - 5. Engaging in "disruptive behavior" (Section III Definitions, Article K).
 - 6. Use of cellular telephones, audible pagers, or other forms of audible electronic devices in all academic learning environments (including, but not limited to, laboratories, testing centers, classrooms, library, learning centers, theater, and so forth) unless previously approved by the instructor or other authorized administrator.
 - 7. Unauthorized use, possession, or storage of any firearms, shotguns, pistols, knives, razors, explosives, or any other dangerous weapons, instruments, or dangerous chemical substances in or on College premises or at any functions sponsored by the College.
 - 8. Use, possession, or distribution of narcotic or other controlled substances except as permitted by law.
 - 9. Use, possession, or distribution of alcoholic beverages on College premises or public intoxication on College premises. Alcohol is not allowed at any PCCC premises or events. Alcohol at off-campus events is the responsibility of the host facility and students must adhere to local and federal laws.
 - 10. Smoking on College premises or non-designated areas.
 - 11. Engaging in any form of gambling while on College premises or during functions sponsored by the College.
 - 12. Acts of dishonesty, including, but not limited to, the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.

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- d. Tampering with the election of any College-recognized student organization.
13. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.
14. Engaging in any form of sexual harassment and/or sexual assault.
15. Misrepresentation of oneself or misrepresentation of an organization as being an agent authorized to act for or on behalf of the College.
16. Theft of or damage to College property; damage to property in the possession of or owned by a member of the College Community; or, possession of stolen property on College premises.
17. Violation of federal, state, or local law on College premises or at PCCC sponsored or supervised activities, or in a manner that adversely affects the PCCC Community and/or the pursuit of its objectives.
18. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
19. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to, or use of, College premises.
20. Violation of published College policies, rules, or regulations.
21. Misuse of computing facilities or network to interfere with the normal operation of the College computing system, including but not limited to:
- Theft or unauthorized entry into a file, data, e-mail or other electronically stored information to use, read, transfer, alter the content, or for any other purpose.
 - Unauthorized use of another individual's identification, password or computer account.
 - Spamming, probing or hacking into other computers or computer systems.
 - Use of computing facilities to interfere with the work of another student, faculty member, or College official.
 - Use of computing facilities to send computer viruses, obscene, abusive, or threatening messages.
 - Uploading or downloading copyrighted material for personal use or distribution without authorization.
22. Abuse of the Student Code of Conduct, including but not limited to:
- Failure to obey the appropriate directions of a College official.
 - Falsification, distortion, or misrepresentation of information before the Student Development Committee.
- c. Disruption or interference with the orderly conduct of a Student Development Committee hearing.
- d. Attempting to discourage an individual's proper participation in, or use of, the Student Development Committee hearing.
- e. Attempting to influence the impartiality of a member of the Student Development Committee prior to, and/or during the course of the hearing.
- f. Harassment (verbal or physical) and/or intimidation of a member of the Student Development Committee prior to and/or after a hearing.
- g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- h. Influencing others or attempting to influence another person to commit an abuse of the Student Code of Conduct.
23. Severe hygiene problems which interfere with the learning environment of others.
- B. Violations of Law and College Discipline**
- If a student is charged only with an off-campus violation of federal, state, or local law, these violations will not be subject to the Student Code of Conduct.
 - When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under the Student Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the College community.
 - The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus.
- VI. Disciplinary Procedures**
- A. Charges and Hearings**
- Any member of the College Community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Assistant Dean for Student Affairs, the administrator responsible for the enforcement of the College Student Code of Conduct. Any charge should be submitted as soon as possible after the event takes place, preferably within five (5) days.
 - The Assistant Dean for Student Affairs, designee, or other College officials may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Assistant Dean for Student Affairs may refer the matter to the Student Development Committee, or in the case of a lesser offense, handle as noted below:
- a. Lesser Offenses — in the case of all lesser offenses deemed by the Assistant Dean for Student Affairs not to constitute acts that would result in suspension or expulsion of the student or students, the Assistant Dean for Student Affairs will determine whether a regulation violation has occurred and the sanctions which are appropriate by an informal process which will include: talking to the student(s), and giving the student(s) said to have violated a regulation information about the regulation allegedly violated and an opportunity to state his/her side of the incident. The Assistant Dean for Student Affairs may impose disciplinary action as follows:
- Verbal reprimands.
 - Verbal reprimands confirmed in writing.
 - Acceptable College community service.
 - All of the aforementioned. Such disposition shall be final and there shall be no subsequent proceedings.
- b. Other Offenses: in cases where the alleged violation is of such a nature that, in the opinion of the Assistant Dean for Student Affairs suspension or expulsion could be imposed, the Assistant Dean for Student Affairs will refer the student to the Student Development Committee.
3. All charges shall be presented to the accused student in a written form. A time shall be set for a hearing preferably no more than ten (10) business days after the student has been notified.
4. Hearings shall be conducted by the Student Development Committee according to the following guidelines:
- The Student Development Committee, as constituted by the Academic Council, will be composed of the Assistant Dean for Student Affairs, the Chief Admissions Enrollment Management Officer, two (2) students appointed by the Assistant Dean for Student Affairs, the President of the Student Government Association, three (3) faculty elected at-large by the Academic Council, and two (2) counselors elected at-large by the Academic Council. The members of the Student Development Committee shall elect the Chairperson of the Committee. Five members will be needed to form a quorum.
 - Each person involved as a complainant or as an accused student will be required to supply a written account of the incident.
 - The accused student and the complainant will be notified by the Assistant Dean for Student Affairs in writing of the time and place of the hearing, the charges against him/her,

- and his/her right to identify witnesses on his/her behalf.
- d. At the disciplinary hearing, the Chairperson of the Student Development Committee will read all charges alleging violations of the Student Code of Conduct.
 - e. Hearings will be conducted in private.
 - f. The Student Development Committee, at the discretion of the Chairperson, may accept pertinent records, exhibits, and written statements as information for consideration. In-person statements by eyewitnesses are preferred.
 - g. All procedural questions are subject to the final decision of the Chairperson of the Student Development Committee. Formal rules of evidence, such as those used in a criminal or civil court, do not apply.
 - h. The complainant and the accused have the right to be assisted by any adviser they choose. The complainant and/or the accused is responsible for presenting his or her own information to the Committee. Advisers are not permitted to speak or to participate directly in any hearing before the Student Development Committee.
 - i. The complainant, the accused, and the Assistant Dean for Student Affairs may identify witnesses who may have helpful information for the Committee. The Committee will determine what questions to ask of witnesses, with input the Committee considers helpful from the complainant, accused student, and the Assistant Dean for Student Affairs.
 - j. After the hearing, the Student Development Committee shall determine by majority vote whether the student has violated each section of the Student Code of Conduct that the student is charged with violating. The Student Development Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct. The Committee will make a written recommendation to the Assistant Dean for Student Affairs about possible appropriate sanctions, if any violations of the Student Code of Conduct are found.
 - k. There shall be a single verbatim record, such as a tape recording, of all hearings before the Student Development Committee. This record shall be the property of the College.

B. Sanctions

1. The Assistant Dean for Student Affairs may impose the following sanctions upon any student found to have violated the Student Code of Conduct, but before doing so, the Assistant Dean for Student Affairs will consider the recommendation of the Student Development Committee and will consult with the Vice President for Academic and Student Affairs. The Assistant Dean for Student Affairs will notify the student. One or more of the following sanctions may be imposed for a single rules violation.
 - a. Warning — A notice in writing to the student that the student is violating or has violated College regulations.
 - b. Probation — A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary period.
 - c. Loss of privileges — Denial of specified privileges for a designated period of time.
 - d. Restitution — Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. Suspension
 - i. Separation of the student from the College for a given period of time with the term specified to the student. The conditions for readmission will be specified. A student suspended from the College forfeits all rights and privileges of a student. This may include the opportunity to attend any public and/or non-public College-sponsored functions. This may include being barred from PCCC premises. All suspension actions will be noted in the student's record.
 - ii. In certain circumstances the Assistant Dean for Student Affairs with approval of the Vice President for Academic and Student Affairs may impose an interim suspension from PCCC prior to a hearing of the Student Development Committee.
 - iii. In the event of an appeal, the Vice President for Academic and Student Affairs and/or the Assistant Dean for Student Affairs may continue any previous suspension until disposition of the appeal.
 - f. Expulsion — Permanent separation of the student from the College. An expelled student may apply for readmission to the Vice President for Academic and Student Affairs and/or the Assistant Dean for Student Affairs.

C. Appeals

1. A decision that a student did or did not violate PCCC regulations and/or a decision that imposed sanctions may be appealed by the accused student or complainants to the President of Passaic County Community College within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the President or his or her designee. In such appeals the President does not "re-hear" the case but respects the decision of the Student Development Committee and/or the Assistant Dean for Student Affairs. The President reviews the matter only to determine whether one of the following grounds for appeal has merit:
 - (a) was the original hearing conducted fairly in light of the charges and information presented and in conformity with PCCC regulations and/or procedures;
 - (b) was the determination about whether the regulations and/or procedures were violated based upon substantial information; that is, was there information sufficient to justify the Committee's determination;
 - (c) was the sanction(s) imposed appropriate for the violation of the Student Code of Conduct which the student was found to have committed;
 - (d) is there new information sufficient to alter a decision because such information was not known to the person appealing at the time of the original hearing.
2. The President, upon the filing of such appeal, may (a) affirm the decision as to whether PCCC regulations were violated and, if so, impose a sanction(s) or (b) remand to the original Student Development Committee and the Assistant Dean for Student Affairs and/or the Vice President for Academic and Student Affairs to correct an error in following PCCC procedures, or (c) impose a new sanction, either more or less severe.
3. The President will advise the student in writing within a reasonable time of his/her decision.

VII. Interpretation and Revision

- A. Presidential Power — nothing in these regulations will be deemed to limit the final authority of the President of the College in all matters relating to violations of the Student Code of Conduct and the imposition of the discipline or sanction(s).
- B. The Student Code of Conduct should be reviewed periodically under the direction of the Assistant Dean for Student Affairs.
- C. Any question or interpretation regarding the Student Code of Conduct shall be referred to the Assistant Dean for Student Affairs.