

Volume

1

VISITING STUDENTS

Rutgers University - Division of Continuing Studies

Visiting Student
Handbook

Visiting Student Handbook

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Welcome

The Office of Visiting Students offers motivated individuals an opportunity to challenge and enrich their intellect, gain valuable knowledge and skills, and “try on” the college academic experience on a non-degree basis at Rutgers University during the academic year. Rutgers Visiting Students can be working professionals, college graduates and non-graduates, and current students at other institutions – anyone interested in academic enrichment.

Visiting Students may enroll in a limited selection of undergraduate- and graduate-level college courses online and/or traditional in-person classroom courses in multiple disciplines on all three main campuses and satellite facilities across the state.

Students study in the college classroom or online with Rutgers students. They enjoy access to University Resources, including libraries and computer centers. They complete all coursework and exams are graded in accordance with the syllabi.

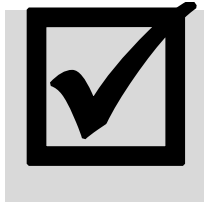
I C O N K E Y	
	Important information
	Test your knowledge
	Keyboard exercise
	Workbook review

Disclaimer

Registration for courses at Rutgers University as a Visiting Student does not guarantee admission to a degree program at the University. Subsequent transferability of courses to a degree program either at Rutgers or elsewhere is determined solely by the degree program from the home academic institution. Visiting Students matriculating at other colleges should have their course selections approved by their home institution prior to registration to ensure credit transfer. Rutgers does not require or request evidence of such approval.

Purpose

The Office of Visiting Students offers individuals the opportunity to take courses on a non-matriculating basis using a short application form. Visiting students can enroll for a maximum of 6 credits per semester, 12 credits overall for the duration of their visiting student registration/status.



Student Responsibility to Keep Informed

Students are responsible for keeping informed on all academic policies and procedures. In addition to the material in the handbook, essential information about current procedures is provided on the website for Rutgers Student Affairs and the Visiting Student website.

Academic Information and Services

Advising



Currently our office does not advise visiting students since visiting students are enrolled on a non-degree basis; however, you may contact our office (rcs@docs.rutgers.edu or 732-932-7922) for information on advising options.

Certificate Programs (Online)

Rutgers University offers various online certificate programs both for credit and non-credit. These certificates are developed to enhance and deepen your skills in particular areas of study. You will learn from the same faculty who teach on campus and you will work with student service professionals who specialize in the needs of online, nontraditional students.

For non-credit certificate programs, please visit the website for <http://lifelonglearning.rutgers.edu/>.

If you are interested in credit-bearing certificate programs, please visit our visiting.rutgers.edu.

Course Numbers

Each course listed on the Schedule of Classes (<http://sis.rutgers.edu/soc/>) has an eight-digit identification number, for example, the course General Psychology, is numerically identified as 01:830:101. The first two digits identify the school within the university that offers the course. The next three numbers are the subject index number, and the last three digits refer to the course itself. Each section of a course will also

contain a two-digit section number followed by a 5-digit index number. Students will need to use the registration index number in order to register.

Sample
Course
Information

± ART HISTORY (o82)				
▼ 01:082:105 INTRO ART HISTORY 3 credit(s)				
SAS Core Code: Historical Analysis (HST), Arts and Literatures (AHp)				
SEC	INDEX	MEETING TIMES / LOCATIONS		
01	00015	Tuesday	1:10 PM - 2:30 PM	CAC
		Thursday	1:10 PM - 2:30 PM	CAC

Additionally, the last three numbers will also assist you in identifying the level of study of each course. Course numbers from 001 to 299 are lower level undergraduate courses and 300 through 499 are upper level undergraduate courses; course numbers 500 through 800 are graduate level.

Credits (credit limitations)

Since visiting students have a status of non-degree/non-matriculated and are not part of an academic program at Rutgers, The State University of New Jersey, their attendance at Rutgers will have a credit limitation.

Effective Fall 2014, the Division of Continuing Studies - Visiting Student Office, along with the endorsement and support of the relevant deans' offices, has formulated and adopted the following Credit Limitation Policy:

- A visiting student in good academic standing may register for as many as 6 credits in any one academic semester (Fall and Spring).
- Visiting students can accumulate up to a maximum of 12 credits overall.
- If a student has already completed the maximum allowable 12 credits, the visiting student may not proceed with registration for the requested term or any academic semester thereafter.
- If a visiting student is interested in completing a credit-bearing certificate offered by a unit at the University, an exception may be made, ONLY if the unit has accepted the visiting student in their certificate program
 - Once permission has been granted to the visiting student, the student will be limited to registering for courses required to complete the certificate ONLY
 - The visiting student will not be allowed to register for any courses outside the scope of the certificate unless they are granted permission

by another unit to complete another certificate, or they have been admitted to a degree program at the University.

If the student's intention is to complete a degree at the University, then the student must apply to the Admissions Office for the next upcoming semester.

Please visit the website of the appropriate degree program for application submission, deadlines and pertinent information.

Undergraduate Admissions - <http://admissions.rutgers.edu/>

Graduate Admissions - <http://gradstudy.rutgers.edu/>

Please note: visiting student credit limitation currently does not include the summer and winter sessions.

Credit Value of Courses

The number of credits awarded for the successful completion of a course is indicated numerically; this number is listed next to the title of the course on the Schedule of Classes. Some courses will not notate a number, but will instead list “Cr. By Arr.”. This designates the course by arrangement, and the course credit value is determined between the department offering the course and the student. As a visiting student, credits can only be awarded once you have either successfully transferred your course credits to your home institution, or you have been admitted into a degree-granting program/school who has accepted courses taken as a visiting student.

Please note: we do not guarantee the transferability or acceptability of any courses/credits to any program, including those at Rutgers University.

Full-Time/Part-Time Status

Full- or part-time status is determined by the level of study (undergraduate or graduate), and the number of credits visiting students are officially registered for (please see chart below).

Undergraduate

12.0 or more credits	Full Time
6.0 – 11.99 credits	Half Time
Fewer than 6 credits	Less than half time

Graduate

9.0 or more credits	Full Time
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6.0 – 8.99 credits	Half Time
Fewer than 6 credits	Less than half time

Please note: only visiting students who have been accepted into a Rutgers University Certificate program requiring the registration of more than 6 credits may be classified as a Full-Time student.

Grades

At the end of each semester, students may view their grades by logging in at <https://my.rutgers.edu>.

If you would like to order an official transcript for your records, or have a copy forwarded, you may visit <https://transcripts.rutgers.edu/transcripts/index.html>.

Unofficial transcripts may be viewed/downloaded from the web at <http://sis.rutgers.edu/tags>.

Please note: Some of our online services require an active NetID to access.

NetID & Email account

All faculty, staff, students and guests are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your NetID.

To activate your NetID, please visit <https://netid.rutgers.edu/index.htm>. Once your NetID is active, you may create your Rutgers email account from the selections provided.

For assistance in activating your NetID or creating your email address, please contact the New Brunswick helpdesk at 848.445.4357.

MyRutgers Portal

“My Rutgers” brings together a variety of information and services that are available to faculty/staff and students at Rutgers University. Using your NetID, you can access the myRutgers portal (<http://my.rutgers.edu>) and, from there, you can:

- read email
- register for classes
- view your grades
- gain access to a variety of other useful services.

Registrar's Office

The New Brunswick Registrar's Offices serve as the custodian of student academic records. They provide and maintain essential processes and answer inquiries with confidentiality and integrity for the students, faculty, and administrators while supporting our mission. They also provide and support registration, transcripts and verifications, posting of grades and degrees, changes in residency, calendars, name and address changes, Veteran's benefits, awarding of diplomas, as well as graduation and commencement information.

Please visit their website at <http://nbregistrar.rutgers.edu/> for additional information.

Registration Process

How To Become A Visiting Student

1. From the Visiting Student homepage, click on "Getting Started"
 - a. We strongly recommend that students review ALL the information on the "Application Process" page prior to submitting an application.
2. Under "Want to Apply?", click on the button "Click Here". You will be redirected to a page detailing step-by-step instructions regarding the Visiting Student application.
3. Under Application, click on "Click Here". You will be redirected to the Visiting Student application.
 - a. If you are a student who graduated from the School of Arts and Sciences, or from one of the legacy schools (Douglass College, Livingston College, Rutgers College), you will need to complete a re-enrollment form. This link will be located at the top of the page. Please note: the RU SAS re-enrollment form is overseen by the School of Arts and Sciences.
 - b. If you are a new visiting student, you will need to create account using the "**New Student**" box to the left of the screen.
 - c. If you are a returning visiting student from the prior semester, you may login to your account using the "**Returning Students**" box to the right of the screen.
4. Once you have entered your information, you will be directed to the visiting student application. After you have completed each section, we recommend that you click on "Save and Continue" in order to save your information.

PLEASE NOTE: If you logout of the system before clicking on "Save and

Continue” your information will NOT be saved/stored. Additionally, sections marked with a red asterisk (*) are required.

- a. Personal Information – this section will include name, permanent and mailing address, and contact information.
 - b. Background Information – this section includes citizenship status, residency, and ethnicity.
 - c. Enrollment Information – this section includes program level, Rutgers ID status, and program restrictions
 - d. Classes – this section will allow you to list the courses you are interested in registering.
 - i. You may list a total of six (6) potential course selections; however, you may **ONLY** register for a maximum of 6 credits.
 - ii. We recommend that students use visit the Schedule of Classes prior to completing this section.
 - e. Education History – in this section students will be **required** to upload a copy of their transcripts;
 - i. Transcripts **MUST** be up-to-date, legible, contain the student’s name, and the name of the institution where the courses were taken.
5. Click on "Save and Continue"
 - a. You will be directed to a page where you can choose to either cancel you application or continue to the payment section of the application.
 - b. The application fee is \$25.00
 6. You will be sent a confirmation email to the email address provided confirming receipt of your application. **PLEASE NOTE:** our office will not review applications without a confirmed payment of the application fee.
 7. Once your application has been reviewed and a decision determined, you will be notified via email.

Please note: Students will be required to submit an application for EACH semester they wish to attend.

Once your application has been submitted it will be inputted into the Visiting Student Central Database for review; the review process may take between 3-5 business days.

After your application has been reviewed and approved, you will receive an email with your Rutgers University Identification Number (RUID), as well as your Personal Access Code (PAC); you will need both numbers to access certain university online systems.

High School Students

High school students interested in taking courses during the Fall or Spring terms should email their requests to the Office of Visiting Students (rca@docs.rutgers.edu) for review. Please include the student's name, grade he or she will be in during the academic year, course(s) of interest, and attach relevant documentation (e.g., transcripts, AP scores, etc.).

Cancellation of Registration

To cancel registration and obtain a full refund of tuition and fees, the registrar must receive written notification from the student prior to the first day of the term. A student whose registration is cancelled by the registrar prior to the first day of the semester receives a full refund of tuition. Notification of cancellation received on or after the first day of the term is treated, for billing purposes, as a withdrawal and a refund is made based on the Refund policy.

Late Registration

There isn't a late registration period for visiting students. Visiting students will be registered ONLY two weeks prior to the start of each academic semester through the Friday prior to the start of the semester. No exceptions will be made for visiting students wishing to register for classes once the Fall or Spring semester has commenced; please check our website for specific dates.

Dropping a Course

Students may drop courses until the end of the eighth full week of the term without academic penalty, provided the student follows the change of course procedures, as described previously. Courses dropped between the eighth calendar day and the eighth week of the term are assigned a "W" grade. Students dropping a course after the end of the eighth full week of the term are assigned a grade of F, U, or NC in the dropped course; the grade of "F" is computed in the term and cumulative grade point average.

Students are advised to use the WebReg portal (webreg.rutgers.edu) during the add/drop period. Thereafter, students wishing to drop a course should do so in-person at the New Brunswick Registrar's Office.

A student who unofficially drops a course for which he or she is registered without following the above procedure will receive a grade of F, U, or NC in the course. In the case of part-time students (undergraduate - 11 credits and below, graduate - 5 credits or below), no refund of tuition is allowed for any course dropped after the seventh calendar day of the term.

No course may be dropped during the last two weeks of classes.

Withdraw From the University

Visiting students who choose to drop courses between the eighth (8) calendar day and the eighth (8) week of the term are assigned a "W" grade. This grade is indicated on the official and unofficial transcripts.

Students are not eligible to drop a course or withdraw after the end of the eighth full week of the term; the student will be assigned one of the following grades (if applicable): F, U, or NC

In some cases, a student may choose to withdraw (from ALL their courses; this is considered a cancellation) or cancel their registration prior to the end of the eighth full week of the term. This will be considered an official withdrawal from the University. If a student wishes to withdraw from the University, they will need to submit an official written request to the Office of Visiting Students. Students will need to complete a Withdrawal Form and submit it to the Office of Visiting Students for review.

<http://visiting.rutgers.edu/sites/visiting.rutgers.edu/files/documents/VS%20Withdrawal%20Form.pdf>

Schedule of Classes

The Schedule of Classes is the official course listing for the University. It will list all credit-bearing courses offered across all three campuses, online initiatives, as well as our off-site locations.

For a complete listing of courses, students can view courses being offered through the Schedule of Classes (<http://sis.rutgers.edu/soc/>). This system is open to the public so you will not need to login.

Tuition and Fees

The Rutgers Board of Governors normally approves the University's tuition and fee rate schedule. This information normally becomes available for each academic year around July-August.

The University's Office of Student Accounting, Billing, and Cashiering (<http://www.studentabc.rutgers.edu/>) provides access to your online term bill, processes refunds, administers payment plans, coordinates exit counseling, and assists with issues that arise with your student account. The Department is also referred to as the Bursar's Office, the Campus Business Office, or the Cashier's Office.

We strongly recommend that students review their website for current tuition and fees information, refund policies and procedures, and documents for tax preparation (e.g. 1098-T, W-9 S, Tuition Summary, Education Tax Benefits).

Payment Procedures

Students will not receive paper bills in the mail. Students are asked to view and pay their bills over the web. You may pay your student account by visiting <https://finservices.rutgers.edu/otb/>.

Academic Policies and Procedures

Even though visiting students are not accepted into a degree program, or officially matriculated at the university, they are considered to be part of the student population for the duration of the semester they have been registered for. As such, all visiting students are responsible for knowing and following the rules, policies and procedures as set forth by Rutgers University.

Academic Standing Policy

In order for visiting student to be eligible to register for courses during the academic year (Fall and Spring terms), they will be required to be in good academic standing.

A student in good academic standing will have a cumulative Grade Point Average (GPA) of no less than 2.0, and have not received a failing grade during their last semester.

At the end of each semester, Spring and Fall, a committee will review and may take action on the record of every continuing studies student whose semester grades are D or F. The committee may decide to dismiss students or place them on academic warning. All such students will be notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the standing action.

Academic Integrity

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational and research missions, and violations of academic integrity constitutes a serious offense against the entire academic 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 his or her 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 his or her interpretation or conclusions.
- Treat all data or results by 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.
- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing

Adherence to these principles is necessary in order to ensure that:

- Everyone is given proper credit for his or her 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.
- The reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

Refund Policy

A student who voluntarily withdraws from their course(s) from the eighth (8) calendar day of the semester to the end of the sixth (6) week of the semester will receive a partial refund of tuition (and charges of for room and board, if applicable) according to the week of withdrawal as follows:

Semester Week	Refund Percentage
First two weeks:	80%
Third and Fourth week:	60%
Fifth and Sixth week:	40%
Thereafter:	0%

Refunds **WILL NOT** be granted after the sixth (6) week. The effective date of withdrawal is the date on which an official written statement of withdrawal is received by the Office of Visiting Student. In all refund situations, the student fee and computer fee are **NOT** refundable. Students cannot drop their last class via webreg.

Failure to attend class, or informing the instructor or department offering the course, is **NOT** equivalent to a withdrawal, and a student will **NOT** receive an adjustment of charges unless a formal withdrawal is filed with, and approved by, the Office of Visiting Studies, regardless of whether the student actually attended classes or took an examination.

Religious Holiday Policy

It is University policy (University Regulation on Attendance, Book 2, 2.4.7B) to excuse without penalty students who are absent from class because of religious observances, and to allow them to make-up work missed because of such absence. Examinations and special required out-of-class activities shall ordinarily not be scheduled on those days when religiously observant students refrain from participating in secular activities. Absences for reason of religious obligation shall not be counted for purposes of reporting.

Students are advised to provide timely notification to instructors about necessary absences for religious observances and are responsible for making up the work or exams according to an agreed-upon schedule.

Transcripts, Verification and Term Grade Reports

Rutgers University Transcript and Verification Request Application allows all current and former Rutgers Students (including visiting students) to submit requests for official transcripts, verifications of enrollment, or term grade reports online. The documents may be picked up in-person at one of the Registrar's Offices or mailed to the address specified by the requestor.

Please allow seven (7) to ten (10) business days for delivery by mail, or five (5) business days if you pick up your transcript, verification of enrollment, or term grade report in-person.

A fee is charged for official transcripts, and/or other documents. Please contact the Registrar's Office (<http://nbregistrar.rutgers.edu/>) for further details, or if you have any questions/concerns regarding transcript, Verification of Enrollment or Grade Reports.

Student Life Information and **Services**

All members of the Rutgers Community (including visiting students) are eligible to receive or use a variety of services at the University. To assist you in navigating around campus, we've provided a list of programs and/or departments that visiting students might need. For a complete list of student life resources, more specific to your needs, we recommend that you visit our website at <http://visiting.rutgers.edu/student-life-services>.

Career Services

University Career Services is committed to assisting students with making connections between their academic experience and career paths. They provide career-related counseling, resources, and programs to help individuals clarify academic and career goals, establish career plans, develop job-search skills, and make successful career transitions. They build relationships with alumni, employers, and graduate schools to optimize internship, job, and career opportunities while also creating strategic partnerships with campus departments to assist students in developing and articulating co-curricular experiences that will help to ensure they are competitive in their future pursuits.

For more information please visit their website at <http://careers.rutgers.edu>.

Computing Services

Policies and Guidelines

Rutgers University's information technology resources provide faculty, staff, students and guests with access to the digitized world of data communications. Officially registered students and staff may use the university's computer labs upon the presentation of identification.

Additionally, the University is committed to establishing and maintaining a safe, secure computing environment that supports its mission of teaching, learning and service to

the state. To that end, the University has set policies to ensure the integrity of its infrastructure, the security of its data and the efficient and ethical use of its resources. All members of the University user community are responsible for adhering to the policies and guidelines. In addition to the University-wide policies there may be supplemental local policies in specific areas; users should check with their respective department administrators. To view the list of University Policies that relate to computing and information technology, policies can be accessed by visiting: <http://oit.rutgers.edu/policies>.

Online Platforms

Rutgers University has a variety of online educational platforms and services available to the Rutgers community. The University currently utilizes four (4) online learning management systems used by faculty, staff and students for online learning. The learning management platforms available are:

Blackboard (Newark)

Blackboard is an online course management system that acts as an extension to the classroom. This system is very easy to use and provides such features as: posted course materials and announcements, discussion boards, virtual chat sessions with whiteboard functionality, email functionality, a digital drop box for students to submit assignments, and online assessments. Blackboard is the most frequently used platform in Rutgers-Newark:

<https://blackboard.newark.rutgers.edu/webapps/portal/frameset.jsp>

eCollege (New Brunswick & Camden)

The Pearson Learning Studio (eCollege) Learning Management System is a comprehensive, on-demand, online learning solution available for the delivery of fully online, hybrid, and face-to-face courses. eCollege is used extensively by instructors in Rutgers-New Brunswick and Rutgers-Camden:

<http://onlinelearning.rutgers.edu/ecollege-student-login>

Sakai (New Brunswick & Camden)

Sakai is a learning management system designed for helping professors supplement their courses with online resources, exams, assignments, and more. Sakai has approximately 45,000 unique users per week, and represents approximately 70% of the for-credit course sections taught each year. Sakai is used extensively by instructors in Rutgers-New Brunswick and Rutgers-Camden: <https://sakai.rutgers.edu/portal>

Moodle (Health Sciences)

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. Moodle provides a flexible tool-set to support both blended learning and 100% online courses. Moodle has is the most frequently used platform in Rutgers-Health Sciences: <https://moodle.rutgers.edu/login/index.php>

All faculty, staff and students will need to activate a NetID in order to gain access to the online learning management systems.

Dining Services

Rutgers Dining Services is one of the largest student dining operations in the country, operating five student dining facilities serving over 4.5 million meals and several cash facilities serving over 370,000 meals annually. In addition to serving students, Rutgers Catering provides service for over 5,000 university events.

Dining Services operates continuously from 7 am until 8 pm weekdays in the main dining room and is available for take-out meals from 7 am until midnight campus-wide. Continuous service is also available weekends with slightly shorter hours of service. Additionally, Rutgers Dining Services hosts various theme dinners and other special events during the school year. Our website offers the daily menu at each dining hall, and the Healthy Dining Team encourages students to make positive eating choices.

Rutgers Dining Services is self-operated and provides service to the New Brunswick/Piscataway and Camden Campuses.

For more information about Rutgers Dining Services please visit <http://food.rutgers.edu>.

Disability Services

The Office of Disability Services (ODS) team will work with each student individually in order to develop an effective and comprehensive plan for appropriate services and reasonable accommodations. We are dedicated to provide information and resources necessary to allow students to pursue their academic, personal, and professional goals while at Rutgers. It is our goal to aid in the development of our students in becoming responsible decision makers and self-advocates who are in charge of their own future through providing essential tools and supports.

In addition, we are dedicated to working with administrators, faculty, staff and students throughout the university community to promote and provide awareness of disability initiatives that will continue to contribute to Rutgers as a leading national public research university and the state's preeminent, comprehensive public institution of higher education. We envision a campus community where all individuals are welcomed, valued, and encouraged to be contributing members.

For more information, please visit: <https://ods.rutgers.edu/>.

Financial Aid

Since students registered as visiting students are not enrolled a matriculated program, they may not be eligible for financial aid, however, we strongly encourage students to

contact the Office of Financial Aid to confirm their eligibility, or obtain information on other assistance programs.

You may obtain more information at <https://studentaid.rutgers.edu/>.

Health Services

Rutgers Health Services is dedicated to offering healthcare for the whole student body, mind, and spirit. In support of the Rutgers University mission, we provide health and wellness services, education, and leadership uniquely designed to meet the developmental and educational needs of the University students, enhancing the quality of life for the entire Rutgers Community.

For more information regarding office hours, locations or services, please visit <http://health.rutgers.edu>.

Housing

On Campus Housing

Residence Life serves the needs of over 16,000 residents who study, live, and play in around 140 buildings on four campuses in New Brunswick and Piscataway. To support the country's largest student housing operation, Residence Life builds community, supports diversity, provides leadership opportunities to residents, responds to individual and community issues, and enables academic success through our efforts in the residence halls. Residence Life employs over seventy full-time professional staff and approximately 700 student staff, with more than 300 staff members living in the residence halls.

Additionally, each of the four campuses has a Residence Life office. If you are a student or parent with a question or concern, please visit <http://ruoncampus.rutgers.edu/> for on-campus information.

Off-Campus Housing Service

Rutgers University Off-Campus Housing Service (OCHS) is here to help students, faculty, staff and other Rutgers community members interested in living off campus by providing online resources and educational programming. We provide tips and information about off-campus living including understanding leases, security deposits, and rental responsibilities.

Individuals with general questions about off-campus living can call 732-445-5737 or email ochscis@rci.rutgers.edu.

Learning Centers

To advance student learning through innovative programs and transformed teaching practices that promote faculty collaboration and student engagement, promote active and collaborative learning, and prepare students for future professional pursuits.

We strive to be a leading resource to the University and higher education community by supporting learning and development, as well as serving as a liaison between students, faculty, courses and scholarship in the learning sciences. We involve students at all levels of planning and execution, building a student-directed academic community that uses research-validated best practices and continuous assessment to maintain high quality services and to advance scholarship. We promote and support course transformations, develop support materials, and create integrated and interdisciplinary programs to support teaching and learning across the University.

- Provide students with the academic tools to become successful active and independent learners.
- Develop students' leadership skills through their roles as tutors and learning assistants, as well as writing and academic coaches.
- Collaborate with departments to develop materials and programs that assist students in meeting course, department, and university learning goals.
- Assess and evaluate RLC programs to inform and transform the practices of academic support programs and instruction.

Enhance and expand collaborative and active learning opportunities for students, faculty, and staff. For further information, please visit <https://rlc.rutgers.edu/>.

Libraries

The Rutgers University Libraries provide the resources and services necessary to support the mission of the University in instruction, research, and public service through 26 libraries, centers, and reading rooms located in New Brunswick, Newark, and Camden.

With more than five million volumes and thousands of digital resources, the Rutgers University Libraries rank among the nation's top research libraries. Our libraries hold unique print and archival collections and are media-rich environments that provide dynamic electronic scholarly resources and services that are accessible 24 hours a day. For more information please visit: <http://www.rutgers.edu/academics/libraries>.

Operating Status

Adverse Weather Conditions

In the event of a weather emergency, a "University Operating Status" page will be posted as a link from the New Brunswick/Piscataway website, <http://www.rutgers.edu/about/operating-status>. Please refer to this page for updated information on closings, class cancellations or delayed openings, as well as bus schedules, parking lot availability, and dining hall and student recreation center hours.

Additional resources:

- Rutgers University Facebook page
- Rutgers University Twitter (@RutgersU)
- RU-info Channel on RU-tv3
- RU info Call Center at 732-445-INFO
- Texting us at 732-662-2664

Campus status information will also be available through the following media providers and their websites:

- News-12 New Jersey
- New Jersey 101.5 (FM)
- WCTC Radio (1450 AM)
- WCBS Radio (880 AM)
- WRNJ Radio (1510 AM, 104.7 and 92.7 FM)
- WRSU Radio (88.7 FM)

Parking and Transportation

Department of Transportation Services (DOTS) is committed to providing all members of the Rutgers community with the best possible solutions for getting around campus safely and easily. The university maintains various parking facilities including permit-controlled lots and decks, metered parking spaces, access-controlled lots, and restricted assigned lots. Transportation to, from, and on campus includes campus transit and shuttle services, walking and bike paths, and public transportation services.

For more information regarding parking lots, permits, and bus schedules, please visit <http://parktran.rutgers.edu>.

Recreation and Athletic Facilities

Extensive recreation facilities located throughout Rutgers University–New Brunswick make it easy to keep your body moving. And a packed annual schedule of NCAA Division I Big Ten action will keep you cheering for the mighty Scarlet Knights.

For more information regarding facilities, locations, hours of operation and access, please visit <http://www.rutgers.edu/athletics/athletics>.

Rutgers Student Identification Card

The RUConnection ID Card is the official photo identification card issued to faculty, staff, students, and guests on all Rutgers University campuses. This unified photo ID card serves as the primary form of identity verification throughout the university. Obtaining a RUConnection card is optional, but is required for access to certain facilities and services.

RUConnection cards may be obtained at the RU Express/Board Plan office in Records Hall, College Avenue Campus. Students should come ready to provide photo identification.

For information regarding locations and hours, please visit <http://ruconnection.rutgers.edu/nbp/>.

Student Life Policies and Procedures

All visiting students, regardless of their status at the university are considered to be part of the Rutgers Community and are expected to familiarize themselves with, and adhere to, all the policies and procedures of the university. Below, we have provided a condensed list of Student Life Policies and Procedures; however, we strongly encourage each student to visit the websites of each section in order to obtain more details.

Alcohol and Drug Policy

All students and employees should know that Rutgers University prohibits unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any activities. Students violating this policy will undergo the disciplinary process.

If a student is arrested or ticketed for underage possession of alcohol, transported to a hospital due to intoxication, or is arrested or documented for possession or use of marijuana, the incident is reported to the Office of Student Conduct. If the incident is a first offense, the intervention process described below is implemented. Repeat offenders are subject to the customary disciplinary process.

- Provided that the incident is a first offense, and no other violations are alleged in the incident report (e.g., false ID, assault, hindering arrest), no formal charges under the University Code of Student Conduct will be made, provided the student:
 - Engages in an honest conversation with a Student Conduct staff member about the incident
 - Agrees to complete an educational intervention

- The student is asked to meet with a member of the Student Conduct staff to discuss the incident. Based on this conversation, the staff member refers the student to an appropriate intervention. The student is either referred to HOPE or to ADAP, depending upon the nature of the violation and the student's needs.
 - The HOPE program consists of a one-hour group workshop on alcohol use. After completing the workshop, students are required to write a short paper reflecting on what they have learned from the experience.
 - ADAP is a comprehensive assessment of the students drug or alcohol use. It usually consists of one computerized assessment and two one-hour individual meetings with a counselor.
- If the student completes the program requirements, he or she will have no disciplinary file as a result of the incident.
- If the student fails to complete the sanction or repeats the offense, he or she may face charges under the University Code of Student Conduct. The Office of Student Conduct may also place a hold on the student's ability to register for classes until the agreed-upon intervention is completed.

For more information regarding the policy and the Violation Disciplinary Process, please click on the link below.

<http://studentconduct.rutgers.edu/disciplinary-processes/the-alcohol-and-drug-violation-disciplinary-proces/>

Student Code of Conduct

I. PREAMBLE

Rutgers, The State University of New Jersey, is dedicated to teaching that meets the highest standards of excellence; to conducting research that breaks new ground; and to turning knowledge into solutions for local, national, and global communities. As it was at our founding in 1766, the heart of our mission is preparing students to become productive members of society and good citizens of the world.

When students choose to accept admission to Rutgers University, they accept the rights and responsibilities of membership in the University's academic and social community. As members of the University community, students are expected to uphold our stated values by maintaining a high standard of conduct. Because the University establishes high standards for membership, its standards of conduct may exceed federal, state, or local requirements.

The primary purpose of the student conduct process should be to foster the personal, educational, and social development of students. The process should also serve as

deterrence to misconduct to enhance the safety and security of the community. Students are expected to take responsibility for their conduct. Disciplinary consequences therefore serve both educational and deterrence objectives.

Those working within the conduct system balance the individual needs of students with the expectations set by the University to provide a safe community. The University, through authority given to it by its Board of Governors, is responsible for communicating behavioral expectations to students and the consequences for violating standards. This Code of Student Conduct describes the behaviors that are inconsistent with University values; it outlines procedures to respond to such behaviors; and it suggests possible sanctions and interventions that are intended to educate and safeguard members of the University community.

II. DEFINITIONS:

Please note that definitions in this section relate to policies and procedures for Rutgers Biomedical and Health Sciences (RBHS), Camden, New Brunswick and Newark. Definitions specific to specific procedures are included in separate procedures documents.

- A. “Accused student” or “responding student” is any current student who has had disciplinary charges filed against him or her.
- B. “Administration or staff” includes any person who currently holds a non-faculty appointment within the University. This classification does not include faculty who serve as department chairs.
- C. “Chancellor’s Designee” is the person (or people) on the RBHS, Newark, and Camden campuses empowered to oversee the student conduct process on that campus.
- D. “College” or “School” means any academic division at Rutgers University.
- E. “Complaint initiator” or “complaint party” refers to anyone who has filed a report with the Office of Student Conduct alleging misconduct of a Rutgers University student.
- F. “Faculty” includes any person who holds a current academic appointment within the University.
- G. “Institution” and “University” mean Rutgers, The State University of New Jersey.
- H. “Member of the University community” means any student, faculty, administrator, staff or employee at the University.

- I. “Student” is any person for whom the University maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 and related regulations, and who has not yet been awarded his or her degree or certificate from the University at the time of the alleged violation. The term student may also include any person who is a non-matriculating student at the time of the alleged violation.
- J. “Student organization” is any identified group of students who have complied with the formal requirements for University recognition and affiliation and have registered for affiliation with the University.
- K. “Support person” is the person or persons who have been asked by the accused student or complaint party to attend a Disciplinary Conference or University Hearing to provide support and assistance. A support person cannot represent the person during the Disciplinary Conference or hearing and cannot address a Hearing Board, Hearing Officer, or Student Conduct Officer unless specific procedures provide the support person the opportunity to speak.
- L. “University premises,” includes buildings or grounds owned, leased, operated, controlled or supervised by the University.
- M. “University sponsored activity” means any academic, co-curricular, extra-curricular or other activity on or off campus, which is initiated, aided, authorized or supervised by the University.
- N. “Working day” includes any weekday that is not listed as a University holiday on the University Calendar. Days when classes are not in session, but the University is open for business, are “working days.”

III. JURISDICTION AND AUTHORITY

- A. This Code shall apply to conduct that occurs on University premises, at University sponsored activities, at events where students are representing the University, and to off-campus student conduct that adversely affects the University community and/or the pursuit of its objectives. The Senior Student Affairs Officer or designee (in Camden, New Brunswick, and Newark) and the Chancellor’s designee (at RBHS) shall determine when the Code shall be applied to conduct occurring off campus. Each student shall be responsible for his/her conduct from the time of application through the actual awarding of a degree, even if conduct occurs before classes begin or after a semester is complete.
- B. The Academic Integrity Policy is used to address allegations of student academic misconduct. The Chief Academic Officer has oversight over the Academic Integrity Policy and the University Senate approves the procedures for adjudicating cases of academic misconduct. Academic integrity cases are addressed by faculty members, Academic Integrity

Facilitators and the Office of Student Conduct. Academic integrity standards and procedures are described in the Rutgers University Academic Integrity Policy, 10.2.13.

- C. Individual academic programs may have additional ethical rules, professional requirements and professional standards of conduct. Academic programs are empowered to address deviations from acceptable professional standards of conduct. Any procedures a program puts in place to address deviations from their professional standards must include notice to the student of the deviation and some opportunity for that student to respond to the information.
- D. Student organizations are collectively responsible for any action committed by members on behalf of the organization that violates University policy. Disciplinary action against student organizations is separate from action taken against individuals. Facts of an incident may necessitate action against both a student organization and the individual members of that organization who were found to have violated University policy.
- E. Formal rules of process, procedure, and/or evidence that are applied in criminal and civil courts are not used in campus disciplinary proceedings. Participants are provided process and procedure as outlined in this Code.
- F. The Residence Life Community Standards Office in New Brunswick and the Residence Life staff in Camden and Newark will review and respond to minor cases of alleged student misconduct for incidents that involve students living in the residence halls that take place in and immediately around the residence halls.
- G. The Director of Student Conduct shall develop procedures and policies for administration of the conduct process that are consistent with provisions of the Code of Student Conduct.
- H. The University may take interim disciplinary action as outlined in Section VIII.

IV. VIOLATIONS OF LAW AND UNIVERSITY DISCIPLINE

Students may be held accountable for their behavior through both the criminal system and the University conduct process. University conduct proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Director of Student Conduct on the New Brunswick Campus and the Chancellor's Designee on the RBHS, Camden and Newark campuses. Disciplinary action, decisions, and/or sanctions shall not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of the student. University community members are not precluded from filing a civil or criminal charge against a student before, while, or after the University pursues disciplinary action.

V. RESPONDING STUDENT RIGHTS

Rutgers, The State University of New Jersey, expects that all disciplinary proceedings will be handled fairly. All Rutgers University students shall therefore be granted the following rights in the disciplinary process under this Code and under the Academic Integrity Policy:

- A. A student has the right to be treated with dignity by the University Hearing Board and by all persons involved in the disciplinary process.
- B. A student has the right to information pertaining to counseling services.
- C. A student has the right to a fair hearing.
- D. A student has the right to have a campus adviser present at all disciplinary meetings and hearings. It is the responsibility of the student to make sure his/her adviser is present at hearings and meetings. Specific adviser availability shall not be sufficient grounds for postponing meetings, hearings or Disciplinary Conferences.
- E. A student has the right to have a support person present at all disciplinary meetings and hearings. It is the responsibility of the student to make sure his/her support person is present at hearings and meetings. Support person availability shall not be sufficient grounds for postponing meetings, hearings, or Disciplinary Conferences. Students in RBHS may not have an attorney support person present during hearings, unless (1) the case is being addressed through the University's Title IX Grievance Procedures, or (2) the student also has concurrent criminal charges pending for the issue being addressed.
- F. A student has the right to written notice of the charges placed against her or him that also indicates the time and place of any Disciplinary Conference or hearing. Proper written notification shall be defined as delivery of mail to a student's local or permanent address, as reported by the student to the University Registrar, or an e-mail message sent to the email account established as his or her official e-mail. Students shall be held responsible for the contents of mail sent to reported addresses and e-mail messages sent to their established e-mail accounts. Students have the responsibility for providing the University with current addresses, e-mail addresses, and phone numbers.
- G. A student has the right to receive a written copy of the report(s) stating the circumstances and allegations involved. This information shall generally be available to the student when he or she is notified of the charges.
- H. A student has the right not to present information against herself or himself. Students do not have to speak at any meeting, conference or

hearing and no negative inference will be made should a student choose not to speak.

- I. A student has the right to hear and respond to all information presented against her or him.
- J. A student has the right to present information and/or witnesses on her or his behalf. The relevancy of witnesses shall be determined by the Student Conduct Officer or Hearing Officer.
- K. A student has the right to privacy throughout the disciplinary process with respect to campus and other media, and from all other uninvolved parties.
- L. A student has the right to expect to be free from intimidation, harassment and bullying throughout the disciplinary process.
- M. A student has the right to written notification of the results of the hearing or conference within a reasonable time after a University Hearing or Disciplinary Conference.
- N. A student has the right to be informed of his or her right to appeal and of the process for doing so.

VI. COMPLAINT PARTY RIGHTS

When a member of the Rutgers University community files a complaint against a Rutgers University student, that person should expect that the University shall respond in a caring manner, allowing that person to utilize the disciplinary process while also maintaining the rights of the accused student. The following rights shall be provided persons serving as complaint parties for alleged offenses under this Code, RBHS Student Rights, Responsibilities and Disciplinary Procedures, and the Academic Integrity Policy:

- A. The person has the right to be treated with dignity by the University Hearing Board and by all persons involved in the disciplinary process.
- B. The person has the right to information pertaining to the University disciplinary process and appropriate referrals for information on the criminal process.
- C. The person has the right to information pertaining to counseling services.
- D. The person has the right to assistance throughout the disciplinary process, including the right to have a campus adviser and support persons at all disciplinary meetings and proceedings. It is the responsibility of the complaint party to make sure his or her adviser and support persons are present at hearings or Disciplinary Conferences. Adviser or support person availability is not sufficient grounds for postponing a hearing or Disciplinary Conference. Students in RBHS may not have an attorney

support person present during hearings unless (1) the case is being addressed through the University's Title IX Grievance Procedures, or (2) the student also has concurrent criminal charges pending for the issue being addressed.

- E. The person has the right to the same protections provided to accused students, including the right to written notification of a meeting, conference or hearing, the right to hear all information presented, the right to present information and witnesses, and the right to written disclosure of the results of a meeting, conference or hearing. For cases involving assault, relationship violence, harassment, sexual assault, bullying, intimidation, invasion of privacy, stalking and hazing the complaint party also has the right to appeal.
- F. The person has the right to have any unrelated past behavior excluded from the disciplinary process. The Student Conduct Officer or Hearing Officer shall determine what constitutes unrelated behavior.
- G. The person has the right to deliver or submit a written impact statement to the Student Conduct Officer, Administrative Hearing Officer, or Hearing Board that will be considered only in sanctioning, should the accused student be found responsible.
- H. The person has the right to privacy throughout the disciplinary process with respect to campus and other media, and from all other uninvolved parties.
- I. The person has the right to expect to be free from intimidation, harassment and bullying throughout the disciplinary process.
- J. For cases involving assault, relationship violence, harassment, sexual assault, bullying, intimidation, invasion of privacy, stalking and hazing the complaint party has the right, upon request, to have reasonable steps taken by the Office of Student Conduct or other University agencies to prevent any unnecessary or unwanted contact with the accused student(s).

VII. RULES AND REGULATIONS

Any student found responsible for committing, attempting to commit, or assisting others in committing a violation shall be subject to disciplinary sanctions as outlined in Section IX.

- A. Violations, including but not limited to:
 - 1. Academic integrity:

Violations of the Academic Integrity Policy. Please refer to the Academic Integrity Policy for specific information regarding what would constitute a violation of this policy.

2. Acts of dishonesty:

- a. Forging, unauthorized alteration, or unauthorized use of any University documents or records, or any instrument or form of identification.
- b. Intentionally furnishing false information to the University.
- c. Intentionally furnishing false information to persons outside the University concerning the student's academic record, degree, or activities.
- d. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
- e. Unauthorized entry into, use of, or misuse of University property, including computers and data and voice communication networks.

3. Safety violations:

- a. Intentionally or recklessly starting a fire (does not include University approved programs including fire, e.g., bonfires.)
- b. Misusing fire safety equipment or elevators.
- c. Intentionally or recklessly endangering the welfare of any individual.
- d. Intentionally or recklessly obstructing fire, police, or emergency services.
- e. Using, possessing, or storing dangerous chemical, fireworks, or explosives on University property, even if they are legal to possess because of a license ; or illegally possessing dangerous chemicals, fireworks, or explosives on an off-campus property. Possessing and storing small containers of Mace is permitted.
- f. Using, possessing, or storing of any object classified as a weapon by the State of New Jersey on University property or illegally possessing weapons on an off-campus property. Law enforcement officials who are authorized by law to carry firearms are excluded from this definition.
- g. Utilizing any instrument in a manner that endangers or tends to endanger any person.

- h. Obstructing the free flow of pedestrian or vehicular traffic on or adjacent to University premises or at University events.
 - i. Failing to comply with the reasonable and lawful directions of University officials and University police.
4. Physical misconduct:
- a. Inflicting bodily harm upon any person.
 - b. Threatening to use force against a person.
5. Sexual assault or non-consensual sexual contact:
- a. Touching of an unwilling or non-consenting person's intimate parts (such as genitalia, groin, breast, buttocks, or mouth under or over a person's clothes).
 - b. Touching an unwilling person or non-consenting person with one's own intimate parts.
 - c. Forcing an unwilling person to touch another's intimate parts.
 - d. Penetrating an unwilling person orally, anally, or vaginally with any object or body part. This includes, but is not limited to, penetration of a bodily opening without consent, through the use of coercion, or through exploitation of another's inability to give consent.
 - e. Penetrating an unwilling person orally, anally, or vaginally with any object or body part by use of force, threat, and/or intimidation.

According to New Jersey law, age, physical impairment and mental impairment all contribute to a person's ability to give consent. A person must be 16 years of age to legally consent to sexual activity. A person cannot give consent to sexual activity with someone who has "the duty to care" for them unless they are over the age of 18. Individuals that fall into "the duty to care" category would include parents or guardians, and those in any type of formal supervisory role. If individuals are between the ages of 13 and 15 they can legally consent to sexual activity with a partner who is not more than 4 years older.

An individual who is physically or mentally impaired may not be able to give consent to sexual activity. Physical or mental impairment may include: visual, speech or hearing impairment, cognitive impairment; being unconscious or asleep; or being under the influence of alcohol or other substance(s) to the point of being unable to make a decision.

- 6. Bullying, intimidation, and harassment:

- a. Making, or causing to be made any communication (including electronic or through social media) to another person in any manner likely to cause alarm.
- b. Subjecting another person or threatening to subject another person to striking, kicking, shoving, or offensive touching.
- c. Threatening to reveal personal information or media about a person electronically or through other means of communication.
- d. Engaging in any other course of alarming conduct or repeatedly committing acts with the purpose of seriously alarming another person.

A person's behavior should be sufficiently severe, pervasive, or persistent as to substantially disrupt or interfere with the orderly operation of the institution or the rights of a student to participate in or benefit from the educational program.

7. Relationship violence:

Any act of physical, sexual, and/or psychological harm against an individual by a current or former intimate or romantic partner, or by a person with whom the victim shares a child in common. Intimate or romantic partners may be dating, cohabitating, married, separate or divorced, and may be of the same or different sex.

8. Defamation:

Creating a false statement about a University community member and communicating that false statement to a third party, which then exposes that community member to hatred, contempt, ridicule, loss of good will, or loss of reputation as a result of the false statement.

9. Hazing:

- a. Engaging in any act that impacts the mental, emotional, or physical health or safety of a student for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Rutgers University students.
- b. Engaging in any activity that is inconsistent with regulations or policies of Rutgers University or laws in the State of New Jersey for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Rutgers University students.

Behavior falling into these categories shall be considered hazing regardless of whether a person is a willing participant.

10. Invasion of privacy:

- a. Making, attempting to make, transmitting, or attempting to transmit audio, video, or images of any person(s) on University premises in bathrooms, showers, bedrooms, 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.
- b. Viewing or spying on a person(s) on University premises in bathrooms, showers, bedrooms, 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. Theft or damage to property:

- a. Taking or attempting to take University property or private property without the consent of the owner or person legally responsible for that property.
- b. Obtaining University services through devious means.
- c. Knowingly possessing private or University property that was stolen.
- d. Intentionally or recklessly damaging University or private property.

12. Distribution or possession of alcohol, narcotics, or other drugs:

- a. Selling, transferring, or exchanging something in return for narcotics, prescription medications, or illegal substances on University property or between members of the University community.
- b. Providing or facilitating the consumption of alcohol by any person without taking reasonable and prudent precautions to insure that the person is of legal drinking age in New Jersey.
- c. Sharing medical marijuana with individuals who do not have a medical marijuana prescription.
- d. Possessing or consuming alcohol under the legal drinking age in New Jersey.
- e. Possessing alcohol in areas of campus where alcohol is not permitted.
- f. Unlawfully possessing or using drugs, narcotics, controlled substances, or paraphernalia.

- g. Misusing or misappropriating any prescription, over-the-counter medication, or legal substance.
- h. Possessing or using medical marijuana on any Rutgers University property.

13. Stalking:

Any course of conduct directed at a specific person that would cause a reasonable person to be fearful of serious harm or danger to himself or herself or to individuals close to him or her. Examples of stalking include non-consensual communication and physical contact; following or pursuing the other person; waiting or showing up at locations visited by the other person; spying on a person; trespassing; vandalism; gathering of information about a person from others; or manipulating and controlling behaviors such as threats to harm oneself or threats to harm someone close to the victim.

14. Disruption:

- a. Intentionally or recklessly interfering with any University activity or University sponsored activity.
- b. Disrupting or obstructing an academic class or lecture, an administrative or support function, or official University business.
- c. Engaging in classroom conduct prohibited by the faculty member or in violation of the law or University policy.

It should be noted that this policy is not intended to punish students for classroom dissent or hinder organized, peaceful and orderly protests that are undertaken within reasonable time, manner, and place restrictions placed upon the same by the University.

15. Disorderly conduct:

Engaging in conduct that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.

16. Undisclosed recording:

Making, attempting to make, or transmitting an audio or video recording of private, non-public conversations and/or meetings on University premises without the knowledge and consent of all participants subject to such recordings. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.

17. Violations of other University policies:

Violating other published University regulations or policies.

18. Abuse of the disciplinary system:

- a. Knowingly providing false testimony or evidence at a University Hearing or Disciplinary Conference.
- b. Disrupting or interfering with the orderly conduct of a University Hearing or Disciplinary Conference.
- c. Failing to complete imposed sanctions.
- d. Refusing to provide information at a Disciplinary Conference or University Hearing. A witness may choose not to present information if he or she feels information presented will lead to self-incrimination.
- e. Harassing a University Hearing Board member before or after a disciplinary proceeding.

VIII. INTERIM ACTION

A. Interim Suspension

1. In certain circumstances, the Senior Student Affairs Officer or her/his designee may impose an Interim Suspension or other restrictions before the student goes through University disciplinary proceedings. Interim suspension shall be enacted when the Senior Student Affairs Officer determines there is a reasonable basis to conclude that the continued presence of the student at the University presents a substantial and immediate threat to himself/herself, to others at the institution, or to University property.
2. During an Interim Suspension, students shall be denied access to the residence halls, to the campus (including classes) and to all University activities or privileges for which the student might otherwise be eligible.
3. A student suspended on an interim basis shall be given an opportunity to meet with the Senior Student Affairs Officer or a designee within two working days in order to discuss the following issues only:
 - a. the reliability of the information concerning the student's alleged misconduct, including the matter of his or her identity.
 - b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University

premises poses a substantial and immediate threat to himself/herself, to others, or to property.

4. The Senior Student Affairs Officer may affirm the Interim Suspension or lift the Interim Suspension. The student shall be notified of the decision in writing. The student will then be asked to meet with a Student Conduct Officer for the purpose of going over the disciplinary process and speaking with the student about his/her options. A disciplinary proceeding will then be scheduled at the earliest possible time.
- B. In certain circumstances, the Senior Student Affairs Officer or her/his designee may impose other interim restrictions on a student, such as a residence hall suspension, termination of housing contract, mandated room reassignment, or other restrictions prior to the conduct of University disciplinary proceedings. These restrictions shall be enacted when the Senior Student Affairs Officer or designee determines there is a reasonable basis to conclude that the student presents a substantial and immediate threat to himself/herself, to others, or to University property if the student is allowed access to the item being restricted.
 - C. Under certain circumstances when it is impossible for a student to address disciplinary action due to specific mitigating factors and the incident in question does not require an Interim Suspension, the University may grant a student a disciplinary withdrawal. The decision to grant a disciplinary withdrawal will be made by the Senior Student Affairs Officer, in consultation with the Director of Student Conduct (New Brunswick) or Chancellor's designee (RBHS, Camden and Newark). The student shall be permitted to withdraw from classes and a disciplinary hold will be placed on his or her record. The student shall understand that he or she will not be permitted to return to Rutgers University until the disciplinary matter has been resolved.

IX. DISCIPLINARY SANCTIONS

- A. Disciplinary sanctions are imposed when students are found in violation of University regulations. The purpose of sanctioning is to educate a student as to why her or his behavior is inappropriate, as well as to make the student aware of and sensitive to all the possible consequences of the behavior in question. Sanctions for misconduct will be determined on a case by case basis, utilizing six main criteria: a) the nature of the offense, b) the precedent established by previous sanctions, c) the previous disciplinary history of the student, d) aggravating or mitigating facts brought up during the University Hearing or Disciplinary Conference, e) the developmental needs of the student, and 6) the safety and wellbeing of the community.

- B. Sanctions are typically comprised of two components: a) an “inactive sanction,” or official University sanction (Warning, Reprimand, Disciplinary Probation, Restrictive Probation, Disciplinary Suspension, or Expulsion); as well as b) an “active sanction,” requiring the student to complete some form of service or assignment. The sanctioning process is outlined on the Office of Student Conduct website (<http://studentconduct.rutgers.edu>) in the Rutgers University Sanction Guide.

Inactive sanctions:

1. **Warning:** A Warning is notice, orally or in writing, that continuation or repetition of conduct shall be cause for additional disciplinary action.
2. **Reprimand:** A Reprimand formally indicates to a student that his or her behavior is unacceptable and that continuing that behavior shall warrant additional, more serious consequences.
3. **Disciplinary Probation:** A student who is placed on Disciplinary Probation is notified that he or she is not in good standing with the University. Violations of the terms of Disciplinary Probation, or any other violation of this Code during the period of probation, shall be viewed as both a violation of the Code of Student Conduct and a violation of a student’s probation and shall typically result in suspension.
4. **Restrictive Probation:** Restrictive Probation is a notice to a student that his or her actions are of such a serious nature that removal from the University for a period of time is recommended. The University shall refrain from suspending the student as long as the student meets all sanction requirements. Any additional incidents in which the student is found in violation of the Code of Student Conduct shall result in immediate removal from the University for a period of time and the possibility of additional sanctions. While a student is serving a Restrictive Probation, he or she may not hold elected office and may not represent the University in any official capacity, including intercollegiate athletics, major extracurricular activities or student exchange programs. At the end of the deferred suspension period, all lost privileges and eligibility shall be restored.
5. **Suspension:** Suspension involves a certain period of time in which a student may not participate in any academic or other activities at the University. There are two types of suspension: term and conditional. A term suspension stipulates the period of suspension, after which the student may return to the University

community as a student (if the student meets the academic requirements of the program of study). A conditional suspension requires that the student meet certain requirements before he or she can return to the University community. The conditional suspension shall continue until the Director of Student Conduct determines that the conditions have been satisfied. While on suspension, a student shall not be permitted to earn credits at any other institution for the purpose of transferring those credits and making progress towards a Rutgers degree. Notice of the suspension shall appear on the student's academic transcript for the term of the suspension.

6. Expulsion: Permanent termination of student status, and exclusion from University premises, privileges and activities. This action shall permanently be recorded on the student's academic transcript.
7. Dismissal: Permanent termination of RBHS student status and exclusion from RBHS premises, privileges, and activities. This action shall be permanently recorded on the RBHS student's academic transcript.

Active sanctions:

1. Restitution: Repayment to the University or to an affected party for damages resulting from a violation of this Code.
2. Other Sanctions: Other sanctions may be imposed instead of, or in addition to, those specified in sections (1) through (6). For example, students may be subject to removal from University housing for disciplinary violations. Likewise, students may be subject to restrictions upon or denials of University parking privileges for violations involving the use of registration of motor vehicles on campus and the loss of privileges for access to University computers or networks. For violations of academic integrity, appropriate academic penalties shall also be applied (see the Academic Integrity Policy). For a full list of active sanctions utilized at Rutgers University, please see the Rutgers University Sanction Guide on the Office of Student Conduct website (<http://studentconduct.rutgers.edu>).

X. DISCIPLINARY PROCEDURES (for all cases, except (a) cases involving academic integrity (b) cases that are subject to the Title IX Grievance Procedures, (sexual assault, sexual harassment, relationship violence, and stalking) and (c) cases occurring within RBHS)

- A. Any University community member may contact the Office of Student Conduct to learn about available resolution options, and/or to initiate a

resolution process. The Office of Student Conduct provides opportunities for issues to be resolved without use of the disciplinary process. These opportunities include the use of mediation, facilitated dialogue, conflict coaching, and restorative justice conferencing.

- B. Any University community member may submit a complaint alleging a violation of the Code of Student Conduct. University community members may also submit a complaint on behalf of another person, based on information reported to the community member by the other person, if the victim of the alleged act is not a community member or if the victim is a community member who is unwilling or unable to file a complaint. All complaints shall be submitted in writing to the Office of Student Conduct, within 60 days of alleged incident or discovery of the incident. The Director of Student Conduct or Chancellor's Designee may waive the 60 day limitation if there is a valid reason why the complaint was not submitted within the time period. Once a complaint has been received, the Director of Student Conduct or Chancellor's Designee assigns a Student Conduct Officer to conduct a Preliminary Review.

C. Preliminary Review Procedures:

1. During the Preliminary Review, the accused student shall be informed of his/her rights and given information about the disciplinary process. The Student Conduct Officer reviews all available information with the accused student, meets with the person filing the complaint (if needed), and gathers information from witnesses to determine whether or not there is enough information to charge the student with a violation of the Code of Student Conduct. A Preliminary Review report is also generated.
 - a. If the Student Conduct Officer determines that there is not enough information to support a Code of Student Conduct charge, he or she shall notify the student that charges are not being filed. The student is also informed that charges could be brought if additional information is provided to the Student Conduct Officer.
 - b. If the Student Conduct Officer determines that there is enough information to charge the student, he or she shall notify the student of the charges.
 - c. If the Student Conduct Officer determines that there is enough information to support a Code of Student Conduct violation but that the incident might better be addressed using conflict resolution options, he or she may defer disciplinary charges and attempt to resolve the incident in another way. This is only an option if both the accused student and the person filing the

complaint agree to defer disciplinary proceedings. If the alternative dispute resolution option is successful, disciplinary charges shall be dismissed. If the alternative dispute resolution option is not successful, disciplinary charges shall be filed. Information disclosed during the alternative dispute resolution process cannot be used against a student if disciplinary charges are later filed.

- d. If the Student Conduct Officer determines that he or she is unable to make a decision regarding a complaint because needed information is not available, the Student Conduct Officer shall recommend to the Director of Student Conduct or Chancellor's Designee that the disciplinary process be deferred. The Director of Student Conduct or Chancellor's Designee will make a decision on how the case should proceed, based on what it is in the best interest of the University community.
 - e. If the accused student fails to meet with the Student Conduct Officer for a Preliminary Review, the Student Conduct Officer shall determine whether or not there is enough information in the complaint to warrant Code of Student Conduct charges. If there is enough information, the Student Conduct Officer will charge the student with Code of Student Conduct violation(s).
2. The Student Conduct Officer conducting the Preliminary Review shall inform the accused student and complaint party of the outcome of the Preliminary Review in writing and let the each party know his/her options for resolution:
 - a. If the accused student agrees to accept responsibility for the violation(s) and accepts the recommended disciplinary sanction, a disciplinary agreement will be prepared. The disciplinary agreement shall constitute an acceptance of the finding and sanction(s), as well as a waiver of the student's right to a University Hearing, Disciplinary Conference, and appeal.
 - b. If the accused student accepts responsibility for the violation(s) but does not agree with the recommended sanction(s), the Student Conduct Officer shall make a decision regarding responsibility and sanction and the accused student may appeal the sanction to the Campus Appeals Committee.
 - c. If the accused student does not accept responsibility for the charges the case shall be referred for a Disciplinary Conference or a University Hearing. The accused student shall have the choice to have the matter resolved at either a Disciplinary Conference or before a University Hearing Board. The accused student may only

have the case heard at a Disciplinary Conference if the person filing the complaint also agrees to have the matter resolved at a Disciplinary Conference.

- e. If the accused student does not meet with the Student Conduct Officer and does not respond to the charges, the case will be decided at a Disciplinary Conference, provided the complaint party also agrees to the Disciplinary Conference.

D. University Hearing Procedures

1. The University Hearing Board is the formal disciplinary body at the University charged with hearing allegations of Code of Student Conduct violations. The purpose of the University Hearing Board is to provide the University community with a forum to review and address student misconduct. The University Hearing Board determines the relevant facts related to the incident and makes an informed decision regarding whether or not a student violated the Code of Student Conduct. Board members shall have the authority to question witnesses, the accused student (if he or she chooses to speak), and any complaint party in an effort to determine the facts of an incident.
2. Hearings shall be closed to the public, unless one party requests an open hearing and there are no objections to the hearing being opened to the public from all other parties involved. Parties who may object to an open hearing include the responding student or the complaint party/complaint initiator.
3. A recording of the hearing shall be made. Deliberations are not recorded. This recording shall be preserved in the student's disciplinary file. If a recording is not made for some reason, the decision of the Hearing Board shall include a summary of information presented that is sufficient to permit review by the Senior Student Affairs Officer and Appeals Committee.
4. For incidents involving more than one accused student, the Director of Student Conduct or Chancellor's Designee shall determine whether there shall be one hearing or separate hearings for the students involved. Any accused student may petition the Director of Student Conduct or Chancellor's Designee for a separate hearing, providing appropriate information to show that a combined hearing would be prejudicial for him or her. The decision of the Director of Student Conduct or Chancellor's Designee is final.

5. A trained University community member shall serve as the Hearing Officer. The role of the Hearing Officer is to maintain order, interpret policy and procedures, and insure a fair hearing process.

Hearing Officers shall:

- a. Conduct the hearing.
 - b. Exclude anyone from the process who is disruptive.
 - c. Summon witnesses upon the request of any party at the hearing.
 - d. Make rulings on information provided at the hearing. Hearing Officers shall respect the rules of confidentiality and privilege, but shall admit any other information into the record that reasonable persons would accept as valuable.
 - e. Insure procedures are being followed. This includes making sure student and complaint party rights are addressed and that protections provided under NJ law (e.g., Rape Shield Law) are provided.
6. The accused student and/or complaint party may request that a specific member of the University Hearing Board or the Hearing Officer be excluded from the hearing for cause. This request shall be made in writing to the Director of Student Conduct or Chancellor's Designee at least three working days before the hearing. The final decision on that request will be made by the Director of Student Conduct or Chancellor's Designee. The Director of Student Conduct or Chancellor's Designee will determine whether the information presented is appropriate grounds to excuse a board member or Hearing Officer from the hearing. If a board member or Hearing Officer is excused, the Director of Student Conduct or Chancellor's Designee shall select a replacement from the Hearing Board or Hearing Officer membership.
 7. Accused students and complaint parties shall be notified at least ten working days prior to the hearing. This notification shall include the charges, the names of the Hearing Officer and Hearing Board members for the case in question, the time, date, and location of the hearing, the names of people attending the hearing as witnesses, and a list of the names and addresses of University-trained Campus Advisers. Each party will also be instructed to

supply the Director of Student Conduct or Chancellor's Designee with additional witness information and any supporting documents he or she is submitting at least five working days before the hearing. Parties shall also be given information regarding access to the case file. The case file shall contain the Preliminary Review report, the complaint filed, and any additional information provided by parties during the Preliminary Review. If a hearing needs to be adjourned and continued on another day, the Hearing Officer shall determine when the hearing is reconvened. The hearing may be reconvened without 10 day's notice.

8. Parties may request a hearing postponement for good cause to the Hearing Officer at least five working days in advance of the hearing. Except in emergency situations, no request for a postponement shall be considered when received less than five working days before the hearing. The Hearing Officer will determine whether the request meets the criteria for "good cause" and his or her decision is final.
9. Both complaint parties and accused students may be assisted by both a Campus Adviser and a support person at the hearing. Campus Advisers and support persons are not permitted to speak to the Hearing Board or Hearing Officer or to participate directly in the process. No form of direct representation shall be permitted, except in cases where assistance is required based on a documented disability or where English is a second language and a translator is needed.
10. At the beginning of each hearing, the Hearing Officer will outline the procedures to be utilized during the hearing. The accused student(s) shall then be asked to respond to each alleged violation of University regulations by stating one of the following:

Responsible for violating the University regulation.

Not Responsible for violating the University regulation.

If the accused student fails to appear for the hearing, the Hearing Officer shall enter a plea of not responsible on behalf of the student.

11. The hearing will begin with the Student Conduct Officer who conducted the Preliminary Review answering questions about the Preliminary Review report. The Hearing Officer will then ask the complaint party to give a narrative account of what happened, followed by witnesses in support of the complaint. The accused student is then given the opportunity to provide a narrative to the

Hearing Board and can then provide witnesses to support his or her interpretation of the incident.

12. Witnesses shall be called in support of the complaint and by the accused student. Both parties shall have the right to question witnesses once the Hearing Board and Hearing Officer have an opportunity to ask questions. Witnesses are excluded from the hearing during testimony from other witnesses. If a victim chooses to participate as a witness and not as a complaint party, he or she shall present information first and then may remain in the room for the rest of the hearing. All witnesses shall be asked to affirm that all information they are providing is truthful. If a witness cannot attend the hearing for some reason, he or she may participate by telephone. Witnesses for both parties may also provide information to the Hearing Board in the form of a signed statement. The witness statement shall be witnessed by a Student Conduct Officer, Dean of Students, or notary. Written witness statements may only be used for the purpose of supplementing or explaining other information. Written statements alone shall not be sufficient to support a finding.
13. Accused student(s) are presumed to be not responsible for violations. Responsibility must be established by a preponderance of evidence. This standard requires that the Hearing Board must be persuaded that it is more likely than not that the allegations brought against the accused student are true.
14. At the end of the hearing, the Hearing Board shall retire to closed deliberations. The board decision shall be made by majority decision and no board member may abstain. The Hearing Officer will reconvene all parties to have Hearing Board questions answered on the record. Once a decision is reached by the Hearing Board, the Hearing Officer will meet with the Hearing Board in closed session to receive its decision and rationale. The Hearing Officer is not present during Hearing Board deliberations.
15. The Hearing Board's decision shall be read by the Hearing Officer to the accused student and complaint party in a reconvened hearing and a copy of the decision shall be provided to the accused student and complaint party. The Hearing Board's decision shall be supported with a brief written summary of the finding of fact that led to its conclusion. The written summary shall become a part of the case file.

16. Any determination of responsibility shall immediately be followed by a proceeding to determine disciplinary sanctions. The accused student and the complaint party shall be given opportunities to make statements regarding sanctions. The accused student may present character witnesses or statements and the complaint party may submit a statement of impact. The referring Student Conduct Officer shall offer his or her sanction recommendation and the past disciplinary record of the accused student shall be supplied to the board. The board shall then retire to closed proceedings to determine a recommended sanction. The recommended sanction shall be by majority vote and no board member shall abstain. The Hearing Officer shall confirm the sanction and send a decision letter to the both parties, including how to appeal the decision and/or the sanction.

E. Disciplinary Conference Procedures

1. A Disciplinary Conference is an informal hearing between an accused student and a Student Conduct Officer. The Student Conduct Officer is assigned by the Director of Student Conduct or Chancellor's Designee. The accused student maintains his or her rights as established in Section V. If there is a complaint party present, he or she also maintains his or her rights as established in Section VI.
2. The Student Conduct Officer shall make sure that both parties receive a fair hearing and shall exercise control over the process to make sure procedures are followed.
3. The accused student and complaint party (if there is one) shall receive written notice of the charges and the date, time, and location of the Disciplinary Conference at least five working days before the conference. The letter shall also include how each party can access the case file before the Disciplinary Conference.
4. A recording of the Disciplinary Conference shall ordinarily be made and shall be preserved in the student's disciplinary file. If a recording of the Disciplinary Conference is not made, the decision of the Student Conduct Officer must include a summary of the testimony that shall be sufficient to be reviewed by the Appeals Committee and Senior Student Affairs Officer.
5. At the beginning of each Disciplinary Conference, the Student Conduct Officer will outline the Disciplinary Conference procedures. The accused student(s) shall then be asked to respond to each alleged violation of University regulations by stating one of the following:

Responsible for violating the University regulation.

Not Responsible for violating the University regulation.

If the accused student fails to appear for the conference, the Student Conduct Officer shall enter a plea of not responsible on behalf of the student.

6. Each party shall be given the opportunity to present information to the Student Conduct Officer, who shall question all parties and any witnesses called. Each party shall also have the opportunity to pose questions, once the Student Conduct Officer has asked questions.
7. Once information is presented and questions have been asked, the Student Conduct Officer shall move to closed proceedings to deliberate on the decision and the sanction. The accused student is presumed to be not responsible. Responsibility is established by a preponderance of evidence. This requires that the Student Conduct Officer must be persuaded that it is more likely than not that the allegations brought against the accused student are true.
8. The Student Conduct Officer can assign any sanction outlined in Section IX.
9. The Student Conduct Officer shall provide both the accused student and complaint party with written notice of the decision within a reasonable time after the Disciplinary Conference. A copy of the decision letter shall also be sent to the Director of Student Conduct or Chancellor's Designee. This decision letter needs to include information on how to appeal the decision.

F. Appeals Procedures

1. Sanction only appeals

Any student who accepts responsibility for a Code of Student Conduct violation but disagrees with the sanction imposed maintains the right to have his or her sanction reviewed by the Campus Appeals Committee. The student has 10 working days from the date of his or her decision letter to submit a sanction appeal to the Director of Student Conduct or Chancellor's Designee (Camden, or Newark). The Director of Student Conduct or Chancellor's Designee will then transmit the appeal to the appropriate Campus Appeals Committee.

Failure to submit an appeal by the appropriate deadline will render the decision final and conclude the process.

The Campus Appeals Committee will review all information and make one of the following recommendations to the Senior Student Affairs Officer:

- a. Affirm the sanction originally determined.
- b. Modify the sanction.

The Senior Student Affairs Officer reviews the information from the student and Campus Appeals Committee and renders a decision. A decision letter is then sent to the student by the Senior Student Affairs Officer, explaining the decision. If the sanction is upheld, the case is concluded. If the sanction is reduced, the student is given new sanction instructions and the case is concluded.

2. Appeals of decision and sanction

Any responding student found responsible by a University Hearing Board or a Student Conduct Officer and any complaint party (for a violation involving assault, relationship violence, bullying, intimidation, harassment, sexual assault, invasion of privacy, stalking and hazing) is given one appeal of the finding and/or sanction to the Campus Appeals Committee. Students and complaint parties will be given 10 working days from the date of their decision letter to submit their appeal. Appeals are to be submitted to the Director of Student Conduct or Chancellor's Designee, who then transmits will transmit the appeal to the appropriate Campus Appeals Committee. Failure to submit an appeal by the appropriate deadline will render the decision final and conclude the process.

Accused students and complaint parties can appeal on the following grounds:

- a. **Unsupported Conclusion:** The decision made by the Conduct Officer or University Hearing Board is not supported by the facts of the case.
- b. **Procedural Error:** The hearing or Disciplinary Conference was conducted unfairly and not in conformity with prescribed procedures. The error committed must be determined to have substantially impacted the fairness of the disciplinary process.
- c. **Disproportionate Sanction:** The sanction imposed against the student was not appropriate for the offense committed.

- d. **New Information:** There is new information available that wasn't available at the time of the hearing/Disciplinary Conference and that is sufficient to alter the original decision.

The Campus Appeals Committee will review all information and make one of the following recommendations to the Senior Student Affairs Officer:

- a. Affirm the finding and sanction originally determined.
- b. Affirm the finding and modify the sanction.
- c. Remand the case for a new hearing or Disciplinary Conference.

Campus Appeals Committee recommendations are forwarded to the Senior Student Affairs Officer for review. The Senior Student Affairs Officer makes the final decision regarding the student's appeal. A decision letter is then sent to the student from the Senior Student Affairs Officer no more than ten working days after the appeal. If the hearing or Disciplinary Conference decision is upheld, the case is concluded. If the sanction is reduced, the student is given new sanction instructions and the case is concluded. If the case is remanded back for a new hearing or Disciplinary Conference, the student is given instructions on the next steps in the process.

The Campus Appeals Committee, Director of Student Conduct, or Chancellor's designee may solicit written clarification on any issue raised on appeal from the Hearing Officer assigned to the case, the Student Conduct Officer who conducted the Preliminary Review, the complaint party, or the accused student.

In preparation of an appeal, the accused student and complaint party may have access to the recording of the disciplinary proceeding.

Appeals are decided upon the record of the original proceeding and any written information submitted by any of the parties. The Campus Appeals Committee shall not substitute its judgment for the decision of the original hearing body or attempt to rehear the case.

- a. Sanctions should only be recommended for change if they are found to be clearly disproportionate to the gravity of the violation, precedent for similar offenses, and/or the accused student's prior disciplinary record.
- b. Cases should only be recommended for remand for a new hearing or Disciplinary Conference if specified procedural errors were so

substantial they effectively denied the accused student or the complaint party a fair hearing.

4. The imposition of sanctions will normally be deferred during any appellate process and the status of the student shall not change until all avenues of appeal have been exhausted, except that a hold may be put on the student's transcript and no degree will be awarded to the student pending completion of the appeals process. Interim actions may also be taken while the case is going through the appeals process to protect a complaint party or complaint initiator.
5. Once all appeals have been exhausted, it shall be the responsibility of the Director of Student Conduct or Chancellor's designee (RBHS, Newark and Camden) to oversee the implementation of imposed sanctions. Where permitted by state and federal laws, the Director of Student Conduct or Chancellor's Designee may notify the victim of an act of student misconduct of any sanction imposed.

XI. DISCIPLINARY PROCEDURES – TITLE IX GRIEVANCE PROCEDURES (SEXUAL ASSAULT, SEXUAL HARASSMENT, STALKING, AND RELATIONSHIP VIOLENCE)

Title IX of the Education Amendments of 1972 (Title IX), and its regulation, prohibit discrimination on the basis of sex and/or gender in education programs and activities operated by recipients of Federal financial assistance. Sexual harassment that creates a hostile environment, including sexual assault and sexual violence, is a form of discrimination prohibited by Title IX. The regulation implementing Title IX requires that recipients adopt and publish grievance procedures providing a prompt and equitable resolution of complaints that allege any action that would be prohibited by Title IX, including sexual harassment, sexual assault and sexual violence. Similarly, the Violence Against Women Reauthorization Act of 2013 (VAWA) requires prompt, fair and impartial investigation and resolution of allegations of stalking, dating violence and domestic violence.

To comply with the requirements of Title IX and VAWA, the University has developed grievance procedures that provide for prompt, fair, equitable and impartial investigation and resolution of allegations of sexual harassment, sexual assault, relationship violence and stalking. These procedures, known as the Title IX Grievance Procedures, will apply to all University students, including Camden, Newark, New Brunswick and RBHS. The full Title IX Grievance Procedures, can be found on the Student Conduct website (<http://studentconduct.rutgers.edu>), and on the Office of Student Affairs Compliance Title IX website (<http://compliance.rutgers.edu/Title-ix>).

The University will strive to complete all Title IX disciplinary proceedings within 60 calendar days, with 15 days allotted for the preliminary review and investigation, 30 days for the hearing procedures, and 15 days for the appeal process. The Office of Student Conduct or Chancellor's designee may, after consultation with the Title IX

Coordinator, make reasonable extensions or alterations to these timeframes to accommodate specific circumstances of each particular case. The Office of Student Conduct will notify the parties of any significant variation from these time frames.

XII. DISCIPLINARY PROCEDURES – ACADEMIC INTEGRITY (not including RBHS)

Disciplinary procedures for academic integrity cases are found in the Academic Integrity Policy, 10.2.13. Please consult the Academic Integrity website (<http://academicintegrity.rutgers.edu>) or the Rutgers University Policy Library for specific procedures regarding academic integrity.

Academic integrity appeals procedures are listed in the Academic Integrity Policy. Please consult the academic integrity website or the Rutgers University Policy Library for additional information.

XIII. DISCIPLINARY PROCEDURES – RUTGERS BIOMEDICAL AND HEALTH SCIENCES (RBHS)

Disciplinary procedures for RBHS are found in the RBHS Students Rights, Responsibilities, and Disciplinary Procedures document. Please consult the RBHS website (<http://rbhs.rutgers.edu>) or the Rutgers University Policy Library for specific procedures regarding RBHS.

XIV. DISCIPLINARY PROCEDURES – STUDENT ORGANIZATIONS

Student organizations will be asked to account for behavior committed by organization members on behalf of the organization. Please consult the Office of Student Conduct website (<http://studentconduct.rutgers.edu>) for student organization conduct procedures and specific policies related to student organizations at Rutgers University.

XV. DISCIPLINARY FILES

- A. A student found responsible for violating the Code of Student Conduct or Academic Integrity Policy shall have a disciplinary file created in his or her name. University Records Retention Policy requires that student disciplinary records (excluding students in RBHS programs) be kept for ten years from the date of the letter providing notice of final disciplinary action. Disciplinary records may only be reported to third parties in accordance with University regulations and subject to the Family Educational Rights and Privacy Act of 1974. Disciplinary files for students in RBHS programs are kept permanently.
- B. A student found not responsible for violating the Code of Student Conduct or Academic Integrity Policy shall have any records created in his or her name voided. Voided files shall be so marked, shall not be kept with active disciplinary records, and shall not leave any student with a disciplinary record. Voided files will be destroyed at the end of six years.
- C. After all the terms of a sanction have been fulfilled, disciplinary records for students not in RBHS programs may be voided by the Senior Student Affairs Officer (in conduct cases) or by the Chief Academic Officer (in academic integrity cases) for good cause. Students must submit a petition

in writing to the Office of Student Conduct. Factors to be considered in reviews of such petitions shall include:

1. The present conduct of the student;
2. The conduct of the student subsequent to the violation; and
3. The nature of the violation and the severity of any damage, injury, or harm resulting from it.

D. A disciplinary hold may be placed on a student's University records by the Director of Student Conduct or Chancellor's Designee while disciplinary proceedings are pending or if sanctions are not completed by the deadline.

E. Permanent notation of disciplinary action shall be made on the transcript whenever a student is expelled. Transcript notations of disciplinary action will also be made if a suspension is implemented. When the suspension has been completed, the notation will be removed. Suspensions are permanently noted for students in RBHS programs.

F. At no time will Rutgers University provide any information that divulges to the public the name, address, or other identifying personal information of anyone involved in the disciplinary process.

XVI. CLEMENCY FOR EXPULSION (except for students in RBHS programs)

A. Rutgers University has established standards of conduct for students, and imposes sanctions for violations of these standards in order to sustain the personal, educational, and social development of its students. The University expels students when the student's behavior is so egregious that the University concludes that his or her continued affiliation with the University is antithetical to the safety or interests of the University community.

B. The University recognizes that, following a long separation from the University, people may change. Consequently, it is appropriate that the University consider granting clemency to expelled former students in circumstances where they are able to provide significant evidence of rehabilitation and a renewed commitment to the standards of conduct and scholarship expected of Rutgers students. For the purposes of this document, a petition for clemency is a procedure whereby the expelled individual requests the opportunity to complete her/his degree, and asks the University to consider new circumstances and facts that might alter the original sanction.

Individuals who have been expelled from the University may seek clemency under the following circumstances and conditions:

1. The individual must wait a minimum of five calendar years after the original expulsion before initiating a request for clemency. If the individual has taken classes elsewhere in the intervening period, those credits will not transfer towards the Rutgers degree.
2. The request for clemency must be made in writing to the Chancellor on each campus, hereafter referred to as the Clemency Officer. The written request should include appropriate documentation concerning the individual's status during the intervening years since the expulsion, any additional mitigating circumstances with appropriate documentation, and any additional information about character or change of behavior that may be appropriate. This documentation may include records pertaining to mental health status, employment, criminal or probation records, educational records, social service records, and letters of recommendation.

NOTE: A victim impact statement will be allowable if relevant. The Clemency Officer should arrange for its inclusion in the assembled documents.

3. Upon receipt of the request for clemency, the Clemency Officer may consult with whomever he or she wishes and may empower an advisory panel to advise him or her. The Clemency Officer or advisory panel will review the request for clemency and may conduct a personal interview with the individual and/or conduct other forms of inquiry as needed.
4. The Clemency Officer will make a recommendation to the President on clemency including specific conditions, if any, for admission/readmission.
5. The final decision (with any special conditions) will be made by the President and transmitted to the Clemency Officer on the campus from which the individual was expelled.
6. The decision of the President is final.
7. If clemency is granted, the individual will be readmitted to the University and to the school, program, or successor unit from which he or she was expelled (assuming he or she is academically qualified for reenrollment). If the individual wants to attend a different academic unit within the University, he or she will be subject to the same requirements and approval processes as any current student. He or she will remain on Disciplinary Probation, noted on the transcript, until the degree is completed, at which time it will be removed as will the notation regarding the original expulsion. The individual must meet whatever graduation requirements are in place at the time of

readmission. The President may impose additional conditions on the individual's readmission.

8. A record of the expulsion will remain in the student's disciplinary records maintained by the Office of Student Conduct, and is not subject to expunction.

XVII. STUDENT CONDUCT PROCESS VOLUNTEERS – UNIVERSITY HEARING BOARD AND CAMPUS APPEALS COMMITTEES

A. Each campus shall recruit and train individuals to serve as Campus Advisers, University Hearing Board members, and Campus Appeals Committee members. The Office of Student Conduct shall assist each campus in providing training for each volunteer and will post the names of those working in the conduct process on the student conduct website.

B. University Hearing Boards – Camden, Newark, and New Brunswick

1. When a hearing is called, hearing board members are selected from a pool of community members recruited, selected, and trained by the Office of Student Conduct or Chancellor's Designee. Should a selected board member be unable to serve on the hearing, the Director of Student Conduct or Chancellor's Designee shall select a replacement from the Hearing Board membership.
 - a. In non-academic integrity hearings, two students and a faculty or staff member are selected to serve on the board.
 - b. In academic integrity hearings two students and one faculty member are selected to serve on the board.

C. Campus Appeals Committees

1. Appeals shall be referred to a Campus Appeals Committee on the responding student's campus.
 - a. In all non-academic integrity cases, the appeal shall be considered by a panel consisting of one faculty member, one administrator, and one student. If the accused student is an undergraduate student, the student member of the panel shall be an undergraduate student; if the accused student is a graduate student, the student member of the panel shall be a graduate student.
 - b. In academic integrity cases, the appeal shall be considered by a panel consisting of one faculty member and two students. If the accused student is a graduate student, at least one of the students on the panel shall be a graduate student.

- c. In academic integrity cases informally addressed by a faculty member or an AIF, the appeal shall be considered by a panel consisting of two students, one faculty member, and one nonvoting staff member called the Staff Investigator.

XVIII. REVISIONS TO THE CODE OF STUDENT CONDUCT

- A. The Committee on Student Conduct is a standing University-wide committee responsible for advising the Senior Student Affairs Officers on issues pertaining to student discipline. The duties of the Committee on Student Conduct shall include reviewing this Code and suggesting appropriate amendments or modifications.
- B. The Senior Student Affairs Officer on each campus shall annually appoint members of the Committee on Student Conduct. Members may be reappointed at the discretion of the Senior Student Affairs Officer on each campus. The Committee on Student Conduct shall include at least two undergraduate students and one graduate student.
- C. It will be the responsibility of the Vice Chancellor for Student Affairs in New Brunswick to inform the University Senate, the President, and the Board of Governors of any substantive changes in the student disciplinary process recommended by the Committee on Student Conduct review. Substantive changes to the Code of Student Conduct must be approved by the President of the University.

Please note: students may view the most up-to-date Student Code of Conduct policy by visiting <http://studentconduct.rutgers.edu/>.

Student Records and Privacy Rights under FERPA

The Family Educational Rights and Privacy Act, is a federal law that gives students in higher education various rights with respect to their educational records. Rights afforded to you under FERPA include the right to inspect and review your educational records, the right to request amendment of records you believe are inaccurate or misleading, and the right to prevent disclosure of information from your educational records without your prior consent, subject to some specific exceptions. The Office Student Affairs Compliance publishes an annual notice about your rights under FERPA. FERPA permits disclosure of "directory information" such as name, phone number, address, and email address without your prior consent unless you specifically request that it be kept confidential. For more information regarding directory information, view the Confidentiality Definition Statement.

Consistent with its mission of educating students, Rutgers treats its students as adults and supports them as they develop individual responsibility, maturity and independence. The Policy on Parental Notification provides the circumstances under which Rutgers will disclose information about a student to the parent(s) or legal guardian(s) of the student with the prior consent of the student.

Further information can be found by visiting: <http://compliance.rutgers.edu/ferpa>.

University Student Life Policy Against Verbal Assault, Harassment, Intimidation, Bullying, and Defamation

STATEMENT OF PRINCIPLES

Intolerance, bigotry, and bullying are antithetical to the values of the university, and unacceptable within the Rutgers community. One of the ways the university seeks to effect this value is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, disability, marital status, civil union status, domestic partnership status, atypical heredity or cellular blood trait, military service or veteran status in university programs. In order to reinforce institutional goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, harassment, intimidation, bullying, and defamation is intended to inform students that the verbal assault, harassment, intimidation, bullying and defamation of others violates acceptable standards of conduct within the university. (This policy is not intended to supersede the university's policy against sexual harassment.)

Verbal assault, harassment, intimidation, bullying, or defamation interferes with the mission of the university. Each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that she or he can to ensure that the university is fair, humane, and responsible to all students.

A community establishes standards in order to be able to fulfill its mission. The policy against verbal assault, harassment, intimidation, bullying, and defamation seeks to guarantee certain minimum standards. Free speech and the open discussion of ideas are an integral part of the university community and are fully encouraged, but acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault which has the effect of inciting violence or causing undue alarm, even if communicative in nature, are not protected speech and are to be condemned.

PROHIBITED CONDUCT

Any of the following acts, even if communicative in nature, are prohibited "separation offenses" (charges that could lead to suspension or expulsion from the university) under the provisions of the University Code of Student Conduct (UCSC) Part VII:

1. Use of force against the person or property of any member of the university community or against the person or property of anyone on university premises, or the threat of such physical abuse (Verbal assault may be prosecuted as a "threat of...physical abuse.")

2. Theft of, or intentional damage to, university property, or property in the possession of, or owned by, a member of the university. (Acts of graffiti or other vandalism may be prosecuted as "intentional damage to...property.")
3. Bullying, intimidation, and harassment: a person acts with the purpose to bully, intimidate, and harass another by:

Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or

Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or

Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.

4. Defamation, which is judicially defined to mean, and here means, the unprivileged oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him. Defamation is considered a separation offense under the University Code of Student Conduct.

While any of the four categories of acts listed above is a separation offense, that, if proven, could lead to a sanction of expulsion or suspension from the university under the provisions of the University Code of Student Conduct, clearly minor instances of such prohibited behavior should be resolved at the college level and, while not be treated as separation offenses requiring a university-level hearing, may still be inconsistent with community standards. The initial judgments of whether a particular act is of a separable or non-separable level are made by the appropriate university official and are subject to review by the Vice Chancellor for Student Affairs or designee.

Students who believe themselves to be victims of verbal assault, intimidation, bullying, harassment or defamation should report such incidents to the dean or the dean of students of their college, school or campus. In addition, the following individuals have been identified to handle complaints:

NEW BRUNSWICK

Anne Newman, Director of Student Conduct
Office of Student Conduct
115 College Avenue
New Brunswick, NJ 08901
(848) 932-9414

CAMDEN

Mary Beth Daisey, Associate Chancellor for Student Affairs
303 Cooper Street
Camden NJ 08102
(856) 225-6050

NEWARK

Charnette Hockaday, Manager for Campus Activities
(973) 353-5022
chockada@andromeda.rutgers.edu

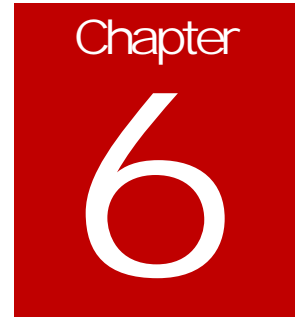
Individuals who wish to discuss any matter with the police or feel they are in need of immediate police attention may contact the Rutgers University Police Department:

New Brunswick (732) 932 -7111

Camden (856) 225-6111

Newark (973) 353-5111

Some complaints can be and should be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.



University Resources Directory

Aside from Academic and Student Policies and Procedures, visiting students may require additional information more specific to their needs. Below is a list, with links, for additional university resources. However, if information for what you are seeking is not included below, we recommend that you contact our office for additional assistance.

Resource/Information	Link
Academic Calendar	scheduling.rutgers.edu/calendar.shtml
Academic Department Listing	rutgers.edu/academics/academic-departments-programs
Academic Integrity Policy & Student Code of Conduct	studentconduct.rutgers.edu/
Admissions	Undergraduate – admissions.rutgers.edu Graduate – gradstudy.rutgers.edu
Advising	
Athletics	www.scarletknights.com/
Bookstore	rutgers.bncollege.com
Campus Newspaper	www.dailytargum.com/
Career Services	careers.rutgers.edu/

Computing Services	oit-nb.rutgers.edu/
Dining	food.rutgers.edu/
Disability Services	ods.rutgers.edu/
Email and Computing	www.eden.rutgers.edu/index.php
Financial Aid	studentaid.rutgers.edu
Health Services	health.rutgers.edu
Housing	ruoncampus.rutgers.edu/
ID Card	ruconnection.rutgers.edu/
International Student Office	internationalservices.rutgers.edu/content/
Learning Centers	rlc.rutgers.edu
Libraries	libraries.rutgers.edu
Maps and Directions	maps.rutgers.edu/
Online Platforms	http://sasit.rutgers.edu/guide-to-rutgers-online-learning-management-systems-and-services
Parking & Transportation	parktran.rutgers.edu/
Recreation and Athletic Facilities	newbrunswick.rutgers.edu/athletics/athletics
Registrar	nbregistrar.rutgers.edu
RU Info	ucm.rutgers.edu/about/ru-info
RU Police Department (non-emergency)	aps.rutgers.edu
Schedule of Classes	sis.rutgers.edu/soc/
Student Accounting	studentabc.rutgers.edu
Student Centers	getinvolved.rutgers.edu/centers
University Code of Conduct	studentconduct.rutgers.edu

Violence Prevention and Victim Assistance	vpva.rutgers.edu
Writing Centers	wp.rutgers.edu

Frequently Asked Questions

What is a Rutgers Visiting Student?

Rutgers Visiting Students enroll through the Division of Continuing Studies to take courses at Rutgers for non-degree study during the Fall and Spring semesters. They attend classes alongside matriculated Rutgers students and complete all coursework as assigned. They receive course grades and may obtain an official transcript certifying their grade upon successful completion of the course. They are expected to attend classes, complete assignments and exams, and observe Rutgers' Academic Integrity policies. Visiting students can enroll for a maximum of 12 credits (6 per semester) and will be required to be in good academic standing.

What are the advantages of being a Rutgers Visiting Student?

As a Rutgers Visiting Student, you are able to study a wide selection of courses on a non-degree basis during the Fall and Spring semesters. You receive all the advantages of studying with professors at a major public research university and completing coursework alongside matriculating students.

How does being a Visiting Student differ from being a part-time or matriculated student?

Visiting students enroll through the Division of Continuing Studies, rather than through the undergraduate or graduate admissions process. They study on a non-degree basis and do not declare a major or enroll formally in a school or specific academic program.

As a visiting student, you will be on the professor's roster, taking courses with matriculated students and expected to complete all coursework as assigned. You will be graded as any student and will have a transcript with your grades on file with the University Registrar.

When can I begin registering?

Once your application is reviewed, the Office of Visiting Students processes your registration for you (only courses you have been approved to take). Please refer to our website for registration dates, <http://visiting.rutgers.edu>.

Where do I register?

Once you have completed a visiting student application online, our office will process registration for the courses you have been approved to take.

What is the process for signing up?

The step-by-step process for becoming a Rutgers Visiting Student is detailed in this handbook as well as our website (<http://visiting.rutgers.edu>) under How to become a Rutgers Visiting Student.

If I fill out an application, but the course I want is not available this semester, do I have to go through the process again next semester?

Yes, you will need to complete a new application for each semester you wish to attend.

Where can I view a list of courses being offered?

To search for courses or class meeting schedule, you may visit the website for the Schedule of Classes, sis.rutgers.edu/soc/.

Where can I get a course description?

Course descriptions are available via our online catalog archive website, <http://catalogs.rutgers.edu>. If you require a more detailed course description or syllabi information, we recommend that you contact the appropriate Rutgers academic department.

Will I need to provide documentation? Where can I get a pre-requisite override?

If you are interested in registering for a course that requires that students have taken other courses/meet requirements, you may request a pre-requisite override from the academic department offering the course; they may require that you provide transcripts. For information regarding a department, you may use the Rutgers search engine at <http://search.rutgers.edu/index.html> or call RU-Info, 848.445.info(4636).

Where can I pay my term bill? When should I pay my term bill?

To pay your term bill online, please visit: <http://www.studentabc.rutgers.edu> and click on pay your bill online. If you wish to pay your bill in-person, you may visit one of our Student Accounting offices; please visit the Student Accounting website for location/contact information. Students should be able to retrieve their term bill once they have completed the registration process. Please reference term bill for term bill deadline date.

Do I qualify for Financial Aid?

To determine your eligibility for Federal Student Aid we recommend that you contact the Office of Financial Aid; please visit their website at <http://studentaid.rutgers.edu>.

Will I need to activate a NetID?

Once you have paid your bill, please wait 24 hours, then visit <http://netid.rutgers.edu> to create your Rutgers NetID. This will enable you to open an email and computer account, view course materials and your grades online, and access other services. We

encourage you to create a NetID and Rutgers email address so your email address appears on an enrollment roster or in the online directory.

Can I park my vehicle on-campus? If so, where can I park?

You can purchase a parking permit through the Department of Transportation Services. As a Visiting Student, you will have access to the free university bus system, which connects all university campuses. For information about parking and transportation on the New Brunswick campus, please visit <http://parktran.rutgers.edu>, for Rutgers - Newark you may visit <http://nwkparking.rutgers.edu>, and for Rutgers - Camden, <http://parking.camden.rutgers.edu>.

How can I transfer my course(s)/credit(s) to my school?

Once you have completed your course(s) and received your grade(s), you may request a transcript to be sent to your home college via the registrar's online portal at <https://transcripts.rutgers.edu/transcripts/index.html>.

Is coursework completed as a visiting student applicable to a second bachelor's degree at another school?

The decision to accept your coursework and grades in a degree-granting program rests solely with that program or institution. If this is a necessity for you, it is recommended that you check with that program or institution prior to enrolling as a Visiting Student.

Can I register for a course that is closed?

Visiting students may not register for any closed sections.

I took a course in the summer and would like to register for Fall or Spring but the system is not allowing me to register. What can I do?

Visiting students are approved to register for courses on a term-to-term basis. You may request to activate your account for the specific academic term via our online portal.

How many credits can I register for?

Visiting students can enroll for a maximum of 12 credits (maximum of 6 credits per semester) and will be required to be in good academic standing (2.0 or greater).

Can I get help in order to successfully complete coursework?

The services of the Rutgers Learning Centers are available to Visiting Students. Rutgers Learning Centers work with students, faculty and professional staff through a variety of free academic support programs to promote student achievement.

Who can I contact if I need to schedule an appointment for advising?

Please contact our office (rcs@docs.rutgers.edu or 732-932-7922) for information on advising options.

I tried to activate my NetID but was not able to?

Prior to activating your NetID, full payment of your term bill has to be processed; this may take up to 48 hours.

Will I be graded as a Visiting Student?

You will be treated like any other student in the class and will be graded on the basis of your performance on required assignments and exams.

How can I show my employer that I have enhanced my knowledge if I am in the non-degree program?

You can order an official transcript through the University Registrar, which will certify completion of the course and your grade. Your course syllabus and completed, graded papers and exams represent your personal records in the course.

Can I take classes only during the summer or over winter break? Can I still be a visiting student?

The Rutgers Visiting Student program enrolls students only during the regular Fall and Spring semesters. If you are interested in attending during the Summer or Winter Session terms, you may visit the Summer Session and Winter Session programs for information on studying during the summer and winter breaks.

Will I have access to the libraries, student centers, and recreation centers as a Visiting Student?

Yes, Visiting Students have access to most Rutgers resources, including libraries, computer labs and recreation centers. In some cases, you will need a RUConnection ID Card.

I am a high school student interested in taking liberal arts courses during the academic year, what should I do?

High school students interested in taking liberal art courses during the Fall and Spring term should email undergrad@sas.rutgers.edu with questions.

Is there an application fee?

Yes, visiting students are required to pay a \$25 application processing fee prior to having their application reviewed.

I am registered for a course that is offered online, where can I login to participate?

The University community currently utilizes four (4) Online Learning platforms. If you are registered for a course that is fully online or has an online hybrid component, you will need to login via one or more of the platforms below.

Blackboard - <https://blackboard.rutgers.edu/webapps/login/>

eCollege - <https://onlinelearning.rutgers.edu/ecollege>

Sakai - <https://sakai.rutgers.edu/portal>

Moodle - <http://shrp.rutgers.edu/tech4sure/moodle/>