A Guide to Residence Living
2012 – 2013

and the

Student Conduct Code
A Guide to Residence Living 2012 – 2012*

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Student Conduct Code

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*Notice of Changes
This document contains helpful information about resources, policies and procedures in residence and campus. Please note that information and policy details are subject to change during the semester. Visit a Residence Education staff member or see updates on-line at www.tcnj.edu/~reslife.
Section I: Welcome

Welcome to the Department of Residential Education and Housing at The College of New Jersey. The student and professional staff and I hope that the academic year will be exciting, challenging, and rewarding for you. Residential Education and Housing staff members strive to provide a supportive living environment that encourages students to succeed in the classroom and grow as individuals. We strive to provide sound facilities conducive to living and learning, a variety of dining options, measures to assist with student safety and security, and many opportunities for student learning and memorable experiences.

You have chosen to live in and become part of the residential community. By signing your Housing and Dining Contract and the Student Conduct Code, you acknowledge and agree to follow the standards of the community. As a partnership, students and staff create communities of respect, good citizenship and lasting friendships. As a resident of this community, you play an important role in the success of these endeavors. As we begin a new academic year, we invite each of you to engage in this partnership and look forward to a year of many successes!

Thank you for choosing to live in residence and I look forward to sharing the year with you.

Sincerely,

Sean O. Stallings
Executive Director

Residential Education and Housing: Philosophy & Goals

The vision of Residential Education and Housing is to provide a civil, safe, and healthy environment conducive to active learning and personal development. Our ambition is to sustain a student centered community that appreciates, supports, and celebrates the uniqueness of each residential student.

We will accomplish this by:

• Committing to initiatives that support and maintain personal health and safety
• Stimulating and maintaining the integrity of individual growth and ethical development
• Acknowledging and supporting personal differences within our residential population
• Encouraging social responsibility and civic awareness
• Creating valuable leadership opportunities for students and staff
• Ensuring the support of intellectual initiatives
• Creating meaningful partnerships that strengthen the residential community
• Developing caring, competent staff who respond to student needs and concerns
Staffing and Cohort Living

Staff Commitment to the Residential Community

We strive to foster a respectful, inclusive, and engaged community that is centered on each member’s life experiences and expression of personal identities through advocacy, integration, holistic education, and reflection.

The central office of the Department of Residential Education and Housing Operations office is located in Eickhoff 114. It is in this location that you can find assistance with housing operation questions. The executive director of Residential Education & Housing and directors of Dining Services and Housing Operations are located in this space. The executive director provides leadership for all individuals involved in the residential program. The directors and their staff coordinate room assignments, room and board billing, housing lottery, waitlist, meal plans, vending and laundry services.

The College of New Jersey houses its students in residential areas based on class year. The insistence of housing students of the same or similar rank reflects the College’s effort to address the developmental needs of each student accurately and purposefully build class identity.

Residential Education is led by a director who guides initiatives around student learning and community development. The director’s office is in Townhouses South. The director is supported by three assistant directors (ADs) for the residential education program and they provide overall direction and leadership for the residential curriculum within designated residential areas: the First Year Experience (FYE), Sophomore Year Experience (SYE), and the Upper Class Experience (UCE). The assistant directors direct the residential learning curriculum within the cohort area, administrate conduct interventions, and oversee day-to-day operations of the residence halls.

Each residence hall community is led by a residence directors and complex coordinator. The residence directors and complex coordinator is responsible for the administration and operation of one or more residence halls, including supervision and training of the student staff, program planning, and administration of educational interventions. Residence directors and the complex coordinator should be contacted if you need assistance addressing an issue within your residence hall.

There is also a student employees assigned to your floor, building and/or community. These student employees can provide a wealth of knowledge regarding campus resources. In addition to addressing residential concerns, these student employees also provide opportunities for learning within the community. Each building also has an assistant residence director who manages the hall office and guest desks and assist the residence director or complex coordinator with operational needs.
The Mission of the Residential Cohort(s):

Residential Education & Housing values the students’ undergraduate experience as paramount in the department’s function. Every effort is made in policy, services rendered, and performance of staff to ensure that the residential experience is meaningful, conducive to academic pursuits, provides opportunity for leadership and life skills development, and make memorable undergraduate experiences. Mission statements within each cohort guide the staff and students toward goals and objectives outlined by the department. Please see your residential cohort mission below:

**First Year Experience (FYE):**

As educators, guided by The College of New Jersey’s mission, we will lead and support efforts to create a safe and healthy living learning residential community that promotes the academic success and personal development of all students. We will work purposefully to help first year students with the transition from high school to TCNJ and the greater community. Our aspiration is to develop students who are thoroughly prepared for their Sophomore Year Experience and beyond.

First year students reside in Travers, Wolfe, Norsworthy, Allen, and Brewster halls.

**Sophomore Year Experience (SYE):**

We create an environment that fosters self-exploration, ethical and value development and goal setting to help our sophomores refine their identity, explore their purpose and understand their role within the community at large.

Second year students reside in Decker, Centennial, Eickhoff, Ely, New Residence, Townhouses West.

**Upper Class Experience (UCE) for juniors and seniors:**

In accordance with the learning domains of the Department of Residential Education & Housing, the Upper Class Experience supports residents throughout degree completion, assists students with post-baccalaureate transition effects, provides opportunities to develop life skills for the whole person, and to make memories through community.

Junior and senior students reside in the College Houses on Pennington Road and Carlton Avenue, Hausdoerffer, Phelps, Townhouses East, and South.
Student Voice: Residential Organizations & Leadership Opportunities

The residential experience at The College of New Jersey involves students in many facets of the department’s functions. Not only are students employed in many different types of staff positions, but there are also opportunities to be civically engaged, assume leadership roles, and become involved in the residential community. All residential students are invited to participate.

The Residence Hall Association (RHA) and the National Residence Hall Honorary (NRHH) serve the residential campus community as organizations that provide leadership opportunities through executive board positions, committee groups, and general membership assembly. Learning communities are residential options that students are assigned in the First Year Experience and may select into as sophomores, juniors, and/or seniors in residence.

The Residence Hall Association (RHA)

RHA is the representative governing body for all students living in college residential facilities. RHA works to improve the quality of life in each residence hall, assists with the development of residential policies and develops campus-wide events. Past programs include RHA's Lions Fest, Pottery Social, Sibling Sleepover during Homecoming Weekend and participation in Haunted Abe. RHA regularly co-sponsors events with community advisors and student organizations. RHA meets every Wednesday at 3OM in the Cromwell Main Lounge. For more information, please email rha@tcnj.edu.

The National Residence Hall Honorary (NRHH)

NRHH is the only nationwide organization that exclusively recognizes leaders in the residence halls. This Chapter of NRHH provides recognition for TCNJ students, staff, and faculty who have provided outstanding service or exceptional leadership in promoting the values of the residential community and the mission of TCNJ. Membership is limited to one percent of the residence hall population. For more information, please contact nrhh@tcnj.edu.

Learning Communities

Residential Education and Housing partners with the division of Academic Affairs in many communities in which students live and learn around a particular curricular theme. Students are afforded special opportunities to interact with faculty and build relationships outside the classroom. All first year students in residence live in close proximity with classmates from their First Seminar Program. Sophomore, junior, and senior students are invited to apply for living and learning programs where the selected students agree to participate in activities and initiatives, pursue shared interests around a particular topic, and share responsibility for community living. The living and learning programs for academic year 2012 – 2013 are the International House in Townhouses South and the Japanese Language House at 1914 Pennington Road.
Residential Education and Housing Office Numbers:

<table>
<thead>
<tr>
<th>Hall Offices</th>
<th>Contact Number</th>
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</thead>
<tbody>
<tr>
<td><strong>Housing Operations</strong> – Eickhoff 114</td>
<td>609.771.3455</td>
</tr>
<tr>
<td><strong>Residential Education</strong> – Townhouses South</td>
<td>609.771.3339</td>
</tr>
<tr>
<td><strong>First Year Area Office</strong> – T/W Link</td>
<td>609.637.5079</td>
</tr>
<tr>
<td>Travers Hall</td>
<td>609.637.5585</td>
</tr>
<tr>
<td>Wolfe Hall</td>
<td>609.637.5582</td>
</tr>
<tr>
<td>Allen Hall</td>
<td>609.637.5602</td>
</tr>
<tr>
<td>Brewster</td>
<td>609.637.5602</td>
</tr>
<tr>
<td><strong>Second Year Experience</strong> – Allen Hall Lobby (right)</td>
<td>609.771.2580</td>
</tr>
<tr>
<td>Ely</td>
<td>609.637.5602</td>
</tr>
<tr>
<td>Decker Hall</td>
<td>609.637.5526</td>
</tr>
<tr>
<td>Centennial Hall</td>
<td>609.637.5515</td>
</tr>
<tr>
<td>Eickhoff Hall</td>
<td>609.637.5507</td>
</tr>
<tr>
<td>New Residence Hall</td>
<td>609.637.5533</td>
</tr>
<tr>
<td>Norsworthy Hall</td>
<td>609.637.5516</td>
</tr>
<tr>
<td>Townhouses West</td>
<td>609.637.5564</td>
</tr>
<tr>
<td><strong>Upper Class Experience</strong> – Townhouses South</td>
<td>609.771.3339</td>
</tr>
<tr>
<td>Hausdoerffer Hall and College Houses</td>
<td>609.771.2915</td>
</tr>
<tr>
<td>Phelps Hall</td>
<td>609.771.2514</td>
</tr>
<tr>
<td>Townhouses East</td>
<td>609.637.5565</td>
</tr>
<tr>
<td>Townhouses South</td>
<td>609.637.5566</td>
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</tbody>
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# Professional Staff Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean O. Stallings</td>
<td>Executive Director</td>
<td>EK 114</td>
<td>609.771.3455</td>
<td><a href="mailto:stalling@tcnj.edu">stalling@tcnj.edu</a></td>
</tr>
<tr>
<td>Kelly Hennessy</td>
<td>Director – Residential Education</td>
<td>Townhouses South</td>
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<td><a href="mailto:henesskk@tcnj.edu">henesskk@tcnj.edu</a></td>
</tr>
<tr>
<td>Ryan Farnkopf</td>
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</tr>
<tr>
<td>Karen Roth</td>
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<td>EK 114</td>
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<td><a href="mailto:rothk@tcnj.edu">rothk@tcnj.edu</a></td>
</tr>
<tr>
<td>Bryan Dunphy-Culp</td>
<td>Assistant Director – Housing Operations</td>
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<td>609.771.3455</td>
<td><a href="mailto:culp@tcnj.edu">culp@tcnj.edu</a></td>
</tr>
<tr>
<td>Cyndi Walters</td>
<td>Support Staff (EK 114)</td>
<td>EK 114</td>
<td>609.771.3455</td>
<td><a href="mailto:Waltersc@tcnj.edu">Waltersc@tcnj.edu</a></td>
</tr>
<tr>
<td>VACANT</td>
<td>Assistant Director – First Year Experience (FYE)</td>
<td>T/W Link</td>
<td>609.637.5079</td>
<td></td>
</tr>
<tr>
<td>Allison Montgomery</td>
<td>Residence Director – Travers</td>
<td>T/W Link</td>
<td>609.771.2908</td>
<td><a href="mailto:montgome@tcnj.edu">montgome@tcnj.edu</a></td>
</tr>
<tr>
<td>Colleen Maeder</td>
<td>Residence Director – Wolfe</td>
<td>T/W Link</td>
<td>609.771.3465</td>
<td><a href="mailto:maederc@tcnj.edu">maederc@tcnj.edu</a></td>
</tr>
<tr>
<td>Tina Tormey</td>
<td>Assistant Director – Sophomore Year Experience (SYE)</td>
<td>Allen Hall</td>
<td>609.771.2580</td>
<td><a href="mailto:tormey@tcnj.edu">tormey@tcnj.edu</a></td>
</tr>
<tr>
<td>Gwen Rajski</td>
<td>Residence Director – New Res, Centennial,</td>
<td>New Res</td>
<td>609.771.2182</td>
<td><a href="mailto:rajskig@tcnj.edu">rajskig@tcnj.edu</a></td>
</tr>
<tr>
<td>VACANT</td>
<td>Residence Director – Eickhoff,</td>
<td>Townhouses West</td>
<td>609.637.5739</td>
<td></td>
</tr>
<tr>
<td>Topher Sutton</td>
<td>Residence Director – ABE, Norsworthy,</td>
<td>Allen Hall</td>
<td>609.771.3453</td>
<td><a href="mailto:suttonc@tcnj.edu">suttonc@tcnj.edu</a></td>
</tr>
<tr>
<td>Eileen Stoeckle</td>
<td>Support Staff (SYE)</td>
<td>Allen Hall</td>
<td>609.771.2580</td>
<td><a href="mailto:stoeckle@tcnj.edu">stoeckle@tcnj.edu</a></td>
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<tr>
<td>Manisha Ford-Thomas</td>
<td>Assistant Director – Upper Class Experience (UCE)</td>
<td>Townhouses South</td>
<td>609.771.3339</td>
<td><a href="mailto:thomasm@tcnj.edu">thomasm@tcnj.edu</a></td>
</tr>
<tr>
<td>VACANT</td>
<td>Complex Coordinator – Phelps,</td>
<td>Phelps</td>
<td>609.771.2525</td>
<td></td>
</tr>
<tr>
<td>Curtis Chan</td>
<td>Residence Director – Townhouses East,</td>
<td>Townhouses East</td>
<td>609.637.5565</td>
<td><a href="mailto:Chanc@tcnj.edu">Chanc@tcnj.edu</a></td>
</tr>
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Residential Calendar - Please note that dates/times may be subject to change

Fall 2012

First Year Student Move-In/ Welcome Week Begins – Thursday, August 23, 9AM
Sophomore and Upper Class Student Move-In – Sunday, August 26, 10AM
Mid-Semester "Fall" Break (Residence Halls Remain Open) – Monday and Tuesday, October 29, 30
Thanksgiving Break (Residence Halls Close) – Wednesday, November 21, 12PM Noon
Thanksgiving Break (Residence Halls Re-Open) – Sunday, November 25, 2PM
24 Hour Quiet Hours Begin – Saturday, December 8, 12AM Midnight
Residence Halls Close – Tuesday, December 18, 8PM

Spring 2013

Residence Halls Open – Monday, January 21, 10AM
Spring Break (Residence Halls Close) – Friday, March 8, 8PM
Spring Break (Residence Halls Re-Open) – Sunday, March 17, 2PM
24 Hour Quiet Hours Begin – Thursday, April 25, 11PM
Residence Halls Close – Friday, May 10, 8PM
Commencement – Friday, May 17
Section II: Contracts and Agreements

The Department of Residential Education and Housing is pleased you elected to live on campus during your undergraduate tenure at The College of New Jersey. As a student living in residence you elect to follow the policies described in the Student Conduct Code (attached to this guide), the Social Contract, the Annual Residence Hall and Dining Service Contract, and any policies and regulations identified in this guide and/or at The College of New Jersey. You are expected to familiarize yourself with these guidelines, make responsible choices, and understand your rights and responsibilities as a member of this community of scholars. It is important to consider the effect your choices and behaviors have on yourself and others around you. Living on campus is a privilege and we are pleased you selected to join our community.

Student Conduct Code
The Student Conduct Code aims to protect the community and the rights of its members, to cultivate and sustain a positive living and learning environment, to educate students regarding responsibility and accountability for their actions, to encourage and foster self-insight and self-initiated change of behavior, to uphold the procedural rights of students accused of violating TCNJ’s rules and regulations, and to encourage the application of ethical decision-making in the daily life of all students. Please see the full document published by the Office of the Dean of Students and the division of Student Affairs, and maintained by the director of Student Conduct attached to this guide or at http://conduct.pages.tcnj.edu/.

Annual Residence Hall and Dining Service Contract
The Annual Residence Hall and Dining Service Contract, electronically signed by every residential student, is a legally-binding contract for room and board services. One of the mandatory conditions of the contract is participation in a meal (board) plan. The Annual Residence Hall and Dining Service Contract is a yearly contract which can only be terminated by the executive director or designee under extenuating circumstances. Please see the contract release process at http://housing.pages.tcnj.edu/

Some highlights from the Annual Residence Hall and Dining Service Contract that we would like to bring to your full attention include:

- Entering Student Rooms: The Annual Residence Hall and Dining Service Contract states that TCNJ reserves the right to inspect student rooms and furnishings in order to maintain health, safety and maintenance standards.

- Room Changes: Room Change Days are typically held on the third Wednesday of each semester and at the end of the fall semester. During these days it is possible for residents to be approved to switch rooms with one another or to change rooms into available vacancies. Room changes outside of scheduled room change days are only allowed with the permission of a residence director and the Assistant Director for Housing Assignments. Students involved in unauthorized room changes may be directed to a professional staff member and may be held accountable for possible policy violation. If you are thinking about a room change, please speak with your Residence Director.
- Room Re-assignments: The Annual Residence Hall and Dining Service Contract states that the assignment or re-assignment of rooms and/or roommates is an administrative decision of The College of New Jersey. TCNJ has the right to assign a resident to any existing vacancy in campus housing at any time. When a vacancy exists in a room, The College of New Jersey has the right to reassign the remaining resident(s) to a vacancy in another room.

- Room Damages: Each resident is expected to maintain his or her residence hall room in good condition. To document the original condition of your room, you will have the opportunity to review and sign a Data Room Inventory Card (DRIC) at the time you move into your assigned room. Please review this form carefully; when you vacate the room, this form will be used as the basis of comparison for damages. Residents will be charged for all damages that were incurred during their stay in an assigned room. At checkout, residents are responsible for formally checking out at the hall office and turning in his or her room key. Because this is your home, residents are expected to report malicious damage to common areas. When communities do not identify the responsible party, these charges are assessed to all members of the community. You are responsible for ensuring the proper use of these facilities by your guests. During all breaks, residents are expected to follow appropriate sign-out procedures. For more information about this process please visit us at http://housing.pages.tcnj.edu/ or email us at halldmgs@tcnj.edu.

Please see the contract in full at http://housing.pages.tcnj.edu/.

**Community Standards Document, Social Contract, and Shared Living Agreement**

Residential students engage with their student staff member in a civic exercise in defining the community experience within each floor, house, and/or apartment. The agreements are designed to open lines of communication between community members. The agreements ask students sharing a floor and/or common space to discuss expectations and guidelines for living together. Some of the topics are: visitation, cleanliness, telephones, and use of other's property, designated time for sleep and study, and pets. It is very important when living with others to reach an understanding of what is important to you and to determine your limits. Ideally, you will complete these agreements within the first few weeks of the semester and/or session. Residence hall staff members are available to assist you with this process. The agreed upon documents may be revisited to include additional items or redefine standing items. Students may be may be directed to a professional staff member if a concern shall occur.

Please see the Social Contract in full at http://housing.pages.tcnj.edu/.
Services and Amenities

Listed below are some of the services and amenities provided to you as a residential student. Residence hall offices are typically open from 8AM – 4PM and 8PM – 12AM daily. Area and administrative offices are open from 8:30AM – 4:30PM, Monday – Friday.

Keys
You will sign for your residence hall room key when you check-in at your assigned building. You will receive a key or key card to your room. If you lose or misplace your room key, report the loss to your hall office immediately. For safety reasons, your lock may be changed. When the lock change is completed, new keys will be available in the hall office. There is a minimum $50 replacement charge for lock changes, or higher for other properties. Please check with your Residence Director or Complex Coordinator for specific details.

Lockouts
In the event that you have been locked out of your room, a spare key can be issued by the residence hall office staff for a maximum of 72 hours. After 72 hours, an administrative lock change may be executed. Present your valid TCNJ picture ID for confirmation; if your ID is not immediately available, the office staff can validate your identity through alternative means. Hall offices are not staffed between the hours of 4PM – 8PM; therefore anyone that is locked out must find a student employee for assistance or await the arrival of the next office shift. After midnight, when the residence hall office is closed, students who are locked out can contact the staff on duty by calling the hall office. Residents of the College Houses should visit Hausdoefffer Hall Office to sign out a temporary spare key. We emphasize the importance of carrying your keys with you at all times. Repeated lockouts or loss of key may result in a meeting with a professional staff member.

Hall Security
The residence halls are equipped with an electronic card-swipe access system. Residential students must use their TCNJ ID Card to gain access to residence halls 24hrs a day. The guest desks at the entrance of each hall are staffed by student employees between 8PM and 2AM (3AM in ABE, Norsworthy, Travers and Wolfe halls on Tuesdays, Fridays, and Saturdays) who welcome individuals, register guests, and respond to possible policy violations. In addition to student employees, security personnel rove in and around the residence halls. Due to the inherent design of the Townhouse complexes there is one main office for each area which is staffed until midnight. Upon entering a building between 8PM and 2AM or 3AM, residents are expected to show their ID and validation sticker. Please notify a staff member or TCNJ official immediately if you see a suspicious person enter a residence hall.

On-duty Hall Staff
In every residential location, staff are immediately available to students via an overnight duty rotation. Community Advisors, CommunityCoordinators, or Assistant Residence Directors are available in each hall office from 8PM to 12AM midnight, and are accessible in their room from midnight until 8AM for emergencies (simply call the hall office extension and your call will be forwarded to the staff on duty).
When a situation is beyond the limitations of student staff, a professional staff is available to provide additional support.

**Mail**
Campus and US mail is delivered to hall offices Monday through Friday. Some facilities provide a key or combination to a mailbox; at other locations mail is available via office staff. Out-going mail receptacles are also available near the hall office. Residents’ mail should be addressed with: full name, residence hall name and room number, The College of New Jersey, PO Box 7718, Ewing, New Jersey 08628-0718. College House residents’ mail should be addressed to the street address of the house.

**Maintenance Problems**
The Office of Facilities Operations repairs functional concerns with your residence hall room. You may seek assistance from Facilities Operations by completing an online service request at: https://jedi.tcnj.edu/webteam/cgi-bin/formgenie/formgenie.pl?form=6039 or contact the office with your name and room number at 609.771.2353. Please see your residence hall front desk for assistance or for more information go to https://facilities.pages.tcnj.edu/.

The Office of Building Services is responsible for the cleaning of all campus facilities, addressing pest control concerns, and snow removal. Concerns and requests should be reported to 609.771.2665 or speak with your residence hall front desk. For more information please go to http://buildingservices.pages.tcnj.edu/.

If you live in the College Houses, you should contact the Trenton State College Corporation at 609.771.3312 with your name, house and room number, and the best phone number to reach you, from 8:30AM to 4:30PM weekdays. You may also complete a request at www.tcnj.edu/~tsccorp and click on “maintenance.” In the event of an emergency, please refer to your TSCC Emergency Call List provided to you at check-in.

**Cable TV**
Cable television is provided to each residential room. The College Houses have cable in the living room. All students must provide a cable ready television with appropriate wiring. Cable television system problems are to be reported to the Information Technology Help Desk, 609.771.2660.

**Phones**
Each residential room includes a digital telephone with basic service which allows students to make on-campus calls and access one phone mailbox. Only the phones provided by The College will work with this system, do not attempt to connect an analog phone to the system. Students who wish to have the ability to call off-campus can subscribe to this service through the Office of Telecommunications, Green Hall Room 20 or 609.771.2595. For additional information please visit http://www.tcnj.edu/~it/telephone/index.php.
Residents of College Houses are responsible for contacting Verizon for phone activation at 800.427.9977. Residents are responsible for their own phone activation and payment of all charges. Please remember to have your name on the Verizon account and that bills are mailed directly to you.

**Laundry Facilities**
Every residence hall contains coinless laundry facilities. Please see your hall office for specific laundry facility locations. The laundry facilities are for residents only and please report any trespassers to the hall office and/or Residential Education & Housing staff member.

**Residential Networking (RES.net)**
RES.net is an ethernet computer connectivity service that allows students who own a computer to access campus and internet resources from their residence hall room. Residents are encouraged to visit the RES.net home page (www.tcnj.edu/~resnet) from which you may fill out a service application, obtain information, and receive answers to frequently asked questions.

**Vending Machines**
Each residence hall lobby and townhouse laundry room is equipped with coin operated soda and/or fruit juice, and snack machines. To report malfunctions please call the director of dining services at extension 609.771.3455. However, for cash refunds due to malfunctions please visit the Office of Student Accounts located in Green Hall 119.

**TCNJ ID Card**
TCNJ ID Card is your convenient one source tool that serves as photo identification while on-campus or at a campus function, assure you access to campus buildings and facilities, entrance to fitness and exercise facilities, access your meal plan account or “Get-It’ dollars, and allows you to utilize TCNJ’s library resources. Students are expected to carry their ID at all times as official identification for TCNJ students. Lending your ID card to someone else or failing to present it when requested by a TCNJ official is a violation of college regulations.

You may report lost or stolen ID by visiting Green Hall 119 or by calling 609-771-3146. A replacement fee will be charged. More information is available at http://www.tcnj.edu/~sfs/card/

**Recycling**
Each residence hall room is supplied with two containers, one for trash and one for bottles/cans. There are two large recycling containers on each residence hall floor for recycling. Additionally, cardboard (must be broken down) can be recycled in the appropriate locations outside the residence halls. Recycling containers are located throughout campus inside each academic building. For specific information regarding recycling, please visit the recycling web site at http://www.tcnj.edu/~recycle/.
Section III: Principles of Campus Living

Living on campus is a privilege. It provides you with the ability to build relationships with faculty, staff, and classmates, take advantage of leadership opportunities and participate in many events and activities, and affords you many conveniences by living where you study. In addition, the responsibilities of living on-campus are great and these responsibilities are expectations of residential students in good standing. TCNJ provides many services to its residential students and good citizenship as defined below is expected.

Please note that you may be held responsible for being present during a policy violation based on a preponderance of evidence. You may also be held accountable for your guests’ behaviors and policy violations occurring in your room or the common areas of your apartment, suite or townhouse. Housing & Residential Education staff and/or campus partners may deny a resident or guest’s entry to a residence hall based on the health and safety of the individual or potential harm to the community. In addition, Housing & Residential Education reserves the right to ask questions pertaining to the health and safety of an individual.

Residence Hall Health, Safety & Security Policy

TCNJ Residence Hall Alcohol Norms

Residential Education & Housing at TCNJ maintains the physical and mental health, safety, and well-being of an individual and the residential community at-large as its highest priority. Procedures and policy components are in-place to maintain a safe and productive environment for sleep and study within our residence halls. The norms listed below are provisions to which residents and guests agree to by contract or when visiting a TCNJ residence hall. Please see the residence hall norms pertaining to alcohol below:

- TCNJ permits the responsible use of alcohol by those twenty-one (21) or older within residence hall private spaces; however, any student found abusing alcohol may be referred to a professional staff member
- We expect that residents 21 or older will possess and consume alcohol in the privacy of their rooms, with the door closed, and without individuals under the age of 21 present
- Alcohol is permitted in common areas of an apartment, townhouse, or house. Open alcohol is permitted provided all residents and guests present are 21 or older
- Residence hall staff and/or a designated partner may determine if any person has consumed alcohol to a point which may be considered a danger to oneself or the community. The person may be removed from the residence halls until a time specified by the director of Residential Education
- We expect that those under the age of 21 will not be in the presence of, possess, or consume alcoholic beverages in the residence halls
- We expect that those under the age of 21 will remove themselves from situations where alcohol is present
- We expect that no person will consume or carry alcohol in open containers in any public area of the residence halls
- Kegs and any common source alcohol containers are prohibited
Administrative Removal from Residence
As noted in the Annual Residence Hall and Dining Service Contract, “[t]he College reserves the right to take appropriate action against a resident, including termination of this agreement, if a resident violates College rules or is otherwise a detriment to his/her safety or to the welfare of the residence hall environment.”

At the discretion of Residential Education and Housing staff or other college official, if a resident student evidences behavior that is determined to be detrimental to his/her safety or the welfare of the residential community, they may be transported to the hospital for emergency assessment and treatment. Contemporaneous to the transport, the resident student will be subject to an interim suspension from residency, requiring the resident student to apply for readmission to residency through the procedures below. Under some circumstances a student may refuse transport; however, by doing so, will result in emergency contact notification for immediate removal of the student from residence, and the same procedures for readmission identified below apply.

Involuntary Health or Safety Withdrawal Policy
The dean of students or designee (henceforth, “dean of students”) retains discretion to apply the Involuntary Health or Safety Withdrawal policy at any time in reviewing the behavior or incident that resulted in administrative removal from residency.

The dean of students will review the incident report submitted by Residential Education and Housing staff and will determine whether to apply the Involuntary Health and Safety Withdrawal process. For this complete process please see: https://www.tcnj.edu/~reslife/documents/InvolutaryWithdrawal8-2008.pdf

If the dean of students determines it is appropriate to apply the Involuntary Health and Safety Withdrawal process the dean of students may withdraw the student on an interim basis, followed by the formal process outlined in the policy, or refer the incident to the Behavior and Response Team (BART) for application of the formal process. Please refer to the complete Involuntary Health and Safety Withdrawal policy for more details about the process.

If the dean of students determines the Involuntary Health and Safety Withdrawal policy does not apply, the student is required to apply for readmission through the procedures below.

Readmission to Residence Procedures
Due to the varying circumstances that may result in interim suspension from residency, there are separate processes outlined below to address the re-admission process for two unique situations. There is a separate process for interim suspension of residency and re-admission procedure for transports or removals resulting from intoxication from alcohol or other drugs; and a separate interim suspension of residency and re-admission procedure for transports or removals resulting from a mental health crisis.

Alcohol and Other Drugs Interim Suspension of Residency
Any resident student found to be severely intoxicated by alcohol or other drugs by the determination of the responding Residential Education and Housing professional staff or other campus official may be referred to a hospital for medical attention. If the student refuses medical attention, professional Residential Education and Housing staff may notify emergency contact(s) to have the student removed from residence on an interim basis. If after reviewing the incident report, the dean of students or designee
determines that the involuntary health or safety withdraw policy does not apply, and the resident student wishes to apply to return to residence he or she must follow the procedure below.

**Alcohol and Other Drug Transport/Removal Readmission Process**

The student must schedule a meeting with the director of residential education or designee (henceforth, “director” title). During the meeting, the director of residential education will determine whether or not the student is perceived to be an immediate detriment to his/her safety or to the welfare of the residence hall environment, and whether or not the student will be approved to return to his or her residence. This decision may be made by the director of residential education in consultation with Alcohol and Drug Education Program (ADEP) staff. In all scenarios presented hereafter, should ADEP staff be unable or unavailable for any reason, Counseling and Psychological Services (CAPS) staff will serve as backup. Should the director request consultation, the student will be asked to sign a waiver allowing ADEP to share impressions with the director and/or other pertinent stakeholders.

- If a student does not wish to sign the waiver, the director will make a decision without the aid of consultation with ADEP, which may result in denial of readmission if the director determines that the student is perceived to be an immediate detriment to his/her safety or to the welfare of the residence hall environment, or referral to the dean of students for further review.

If the behavior resulting in the interim suspension from residency involved a possible violation of the College Alcohol and Other Drugs policy or other standard of conduct, the director of residential education will refer the case to Student Conduct for a conduct conference. This conference will take place within 72 hours of the meeting with the director. If a student is responsible for a violation, sanctions will be issued that may include a referral to ADEP for the appropriate assessment and education program.

- If a student is referred to ADEP for a sanction, the student must complete a brief assessment within 72 hours of the student conduct conference. This timeframe may be adjusted based on staff availability.
- If responsible for any student conduct violation, a student may receive sanctions including but not limited to education projects, probationary status, removal from residence, suspension, or dismissal as an outcome of the student conduct process.

If a student is transported due to alcohol or other drugs sought medical assistance from local or campus authorities (or if medical assistance was sought on his or her behalf), he or she will not be formally charged under the Student Conduct Code for unlawful use or possession of alcohol or other drugs. However, affected students will be required to meet with a College representative and may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process. Please note, seeking medical assistance does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, but the effort to seek help for the affected student may be a mitigating factor in sanctioning.

**Mental Health Interim Suspension of Residence**

Any resident student found to be experiencing a mental health crisis may be referred for psychiatric evaluation at a hospital providing such service. If the student refuses transport for psychiatric evaluation, Residential Education and Housing professional staff or campus official may notify emergency contact(s)
to have the student removed from residence on an interim basis. If the dean of students determines that the Involuntary Health or Safety Withdraw policy does not apply, and the resident student wishes to return to residence he or she must follow the procedure below.

**Mental Health Transport/Removal Readmission Process**

The student must schedule a meeting with the director. During the meeting, the director will determine whether or not the student is perceived to be an immediate detriment to his/her safety or to the welfare of the residence hall environment, and whether or not the student will be approved to return to his or her residence. This decision may be made in consultation with Counseling and Psychological Services (CAPS). Therefore, the student will be asked to sign a waiver allowing CAPS to share impressions with the director and/or other pertinent stakeholders. The director will then determine whether the student will be readmitted into residence. If after the reviewing the additional information, the director determines that the student will not be readmitted to residence, the student will be referred to the dean of students to determine whether the Involuntary Health or Safety Withdrawal policy is applicable.

- If a student does not wish to sign the waiver, the director will make a decision without the aid of consultation with CAPS, which may result in denial if the director determines that the student is a detriment to his/her safety or to the welfare of the residence hall environment or referral to the dean of Students for further review
- If the behavior resulting in the interim suspension from residency involved a possible violation of the College standards of conduct separate from the mental health related crisis, he or she may refer the case to Student Conduct for a conduct conference. This conference will take place within 72 hours of the meeting with the director
- If responsible for any student conduct violation, a student may receive sanctions including but not limited to educational projects, probationary status, removal from residence, suspension or dismissal as an outcome of the student conduct process.

**Smoking**

According to New Jersey State Law, the smoking of any tobacco containing product is not permitted in any college operated facility that serves as a student residence. Residents and occupants of rooms in which evidence of smoking is found are subject to action through TCNJ’s conduct process. Any building occupant found smoking any tobacco product in any facility is also subject to a $100.00 fine via citation from Campus Police.

To maintain the highest levels of health and safety possible, Residential Education and Housing also prohibits the smoking, lighting, and/or igniting of any non-tobacco product within any TCNJ operated facility. Residents and occupants of facilities where evidence of use of such a product is found may be subject to action through The College of New Jersey’s conduct process.

Smoking is permitted outside buildings at a distance 10 feet or greater from building entrances, openings, or air intakes. We expect that residents and guests will be courteous when asked to move away from other residence hall windows, doorways, and vents. Smokers are asked to dispose of smoking products in provided smoking receptacles.
Air Conditioners (window and self-contained units)
Individual air conditioners are not permitted in any residence facility. The electrical circuitry in the buildings is insufficient to provide the necessary wattage required to run an air conditioner.

Appliances
Appliances with exposed heating elements are not permitted in the on-campus residence halls. These devices include but are not limited to: toasters, toaster ovens, hot plates, broilers, and space heaters (in emergencies, space heaters may be issued by Residential Education and Housing staff). The use of appliances with enclosed heating elements for cooking purposes such as coffeepots, rice cookers, and crock pots are only permitted in the common areas (kitchens and lounges). If found plugged into an outlet in your room, it will be assumed to be in use. It is strongly recommended that all heat-producing items have an automatic shut-off device (e.g. irons, curling irons, etc.). Personal microwave ovens, ranging between .7 and .9 cubic feet (not to exceed 900 watts), are permitted in most residence halls except where one is already provided. Personal refrigerators are not to be kept in closets or bathrooms. In properties equipped with full kitchens, cooking and the use of existing appliances is permitted in the kitchen area only. Major appliances not already supplied, such as portable dishwashers, washers and dryers, are not permitted. No charcoal or gas grills are allowed at any campus property unless signed-out by a Residential Education & Housing employee. **One personal refrigerator per room, not to exceed 3.5 cubic feet, is permitted in most residence halls. Phelps, Hausdoerffer, Townhouse and College Houses residents are NOT permitted to possess refrigerators as one is already provided in the living area.**

Bunk-beds/Lofts
Bunk-beds are permitted in particular buildings identified by Residential Education & Housing. Bunk-beds are not permitted in New Residence, Eickhoff, Phelps, and Hausdoerffer halls or the Townhouse complexes because the beds are not bunkable. Lofts and other bed lifting mechanisms are not permitted in any hall.

Room Furnishings
At no time are students permitted to stack their furniture or remove college furniture from their bedrooms or common living areas. All personal furniture brought into the residence hall must be made of fire retardant materials. Please refer to the appliances and fire safety sections for additional information regarding room furnishings. Residents are not allowed to bring their own bed and/or mattress.

Key Policy
It is a resident's responsibility to carry their room key and Student ID at all times and may not lend their keys to others. In an attempt to reinforce the responsibility of carrying a room key, residents who repeatedly sign out a spare key will be held accountable. A resident will be referred to a Residential Education & Housing staff member after three or more requests for a spare key. Further requests after the conversation may result in additional actions. Students whose keys may be lost or stolen will be issued a spare key, and they will not be held accountable through the disciplinary system, but will be charged a $50 minimum replacement charge for a lock change. In addition, if a spare key is not returned within seventy-two hours, a lock change will be administratively activated at the resident's expense. Please note that this charge may be higher for lock changes in some properties.
Guest Policy
Upon entering a residence hall with a guest desk, residents must stop and show the staff their TCNJ identification (ID) to verify that the student is a resident of the building. Residents are welcome to have guests, however each residential host assumes responsibly for their guests' behavior and actions during their visit. A host will be held accountable and may be referred to the conduct process if a guest is found to be in violation of policy.

All guests entering buildings with guest desks after 8PM must be registered with the desk. If a non-resident is in the building prior to 8PM, it is the host's responsibility to register each guest at 8PM when the guest desk begins operation. Each guest will be required to provide a picture ID and will be issued a Guest Pass. A TCNJ ID or most forms of picture ID are acceptable (i.e. current driver's license, state and military IDs, college and/or school identification card); US or other passports will not be accepted. One ID is required for each guest. Guests will be issued a Guest Pass, which they must carry with them at all times and which must be returned in order to reclaim the photo ID upon departure. Desks close at 2AM (and 3AM in Cromwell, Travers, and Wolfe). Guests departing after that time should claim their picture ID at the residence hall office. Residence hall office hours are 8AM – 4:30PM and 8PM – 12AM daily.

Overnight guests are permitted for a maximum of 3 nights in a 7 day period.

For security reasons students may not lend their keys to anyone.

Since overnight guests potentially infringe upon the rights of others’ living space, a residential host must receive written permission from his or her roommates/suitmates/floormates prior to inviting overnight guests. Any of these individuals has the right to allow or deny the invitation to a guest prior to his or her arrival. Overnight guest privileges must be agreed upon through the "Shared Living Space Agreement" and in each case specifically.

Lights
The use of halogen lamps and decorative string lights within all residence halls is not permitted.

Hallway Games
Potential damage to the building and possible danger to residents prohibit hallway games. This includes but is not limited to throwing balls and frisbees, hockey, running, wrestling, roller blades, scooters, bikes, and water fights.

Exterior Doors
Leaving exit doors propped open or unlocked, or entering/exiting the residence hall through clearly marked emergency exit doors is a safety hazard. Townhouse and College House residents are expected to properly secure their front door at all times. Individuals found tampering with door closure and or locking mechanisms may be subject to disciplinary action.

Fire Safety
The State of New Jersey Uniform Fire Code strictly prohibits the propping of all fire doors. All fire doors are to remain closed at all times and under no circumstances may be propped open. Upon hearing a fire alarm, all residents/occupants are required to immediately evacuate the building, and shall not re-enter the building until authorized by the Campus Police or a Residential Education and Housing staff member.
Upon detection of a fire, activate the nearest pull alarm station and immediately exit your residence. During an alarm, all rooms may be entered to ensure the safety of the building and all residents. In situations in which the fire safety of a building is in question, authorized individuals of The College’s Department of Administrative and Environmental Services shall have the right to impose additional restrictions and policy changes as necessary to ensure the safety of all building occupants. Such restrictions or policy changes may be in addition to, but may not conflict with or detract from, the provisions established by the state of New Jersey Uniform Fire Code, as enforced by the New Jersey Department of Community Affairs, Division of Fire Safety.

In strict adherence to the State of New Jersey’s Uniform Fire Code, The College strictly prohibits the following: Tampering or misuse of all fire safety equipment (which includes, but is not limited to, fire extinguishers; pull alarm stations; sprinkler heads; smoke detectors; heat sensors; exit lights; elevator phones, fire doors and call boxes); blocking doorways; hanging articles from outside windows; hanging objects on/from fire safety equipment or ceiling; initiating bomb scares; and initiating false alarms.

Due to the extreme potential for fire hazard, candles (even for decorative purposes), incense, halogen lamps, fireworks, smoke/fog machines or other flame-producing devices, and personal furniture containing or constructed of urethane are strictly prohibited from all residences.

All fire safety violations are considered very serious and may result in removal from residence.

Please note that residential areas with kitchens are equipped with fire extinguishers as well as carbon monoxide and smoke detectors. Residents should not tamper with any health and safety equipment and must contact appropriate maintenance facilities to report any malfunctions.

**Multi-Plug Adapters & Extension Cords**
The State of New Jersey Uniform Fire Code strictly prohibits the use of all non-fused multi-plug adapters from Residence Halls; all multi-plug adapters must have breaker, fuse, or surge protectors. Light-weight extension cords are prohibited from use (16 or 18 gauge brown/white cords) and all other heavy-duty extension cords may only be used temporarily.

**Pet Policy**
For reasons of sanitation and security, The College has a specific policy against housing certain types of animals in residential facilities. Fish, turtles, hamsters, mice, gerbils, small guinea pigs, iguanas, lizards, and hermit crabs are permitted in the on-campus residence halls, but must be agreed-upon by all those sharing the room, house, and/or apartment and documented on the Shared Living Agreement. ALL animals must be confined to a glass tank that is no larger than ten gallons; wire cages are not permitted as they have been deemed unsanitary and easily escapable. Heat lamps are not permitted due to fire safety concerns, but heated rocks are an acceptable alternative. Animals may not be removed from their tanks at any time except for cleaning. Animals which are specifically banned include: cats, dogs, rabbits, ferrets, chinchillas, snakes, and birds. These animals typically need to be taken out daily for exercise and comfort and/or have noise and sanitation concerns. **All pets are prohibited in all College Houses.**

**Solicitation**
Soliciting within a residence hall by any person for any purpose not approved by a Residential Education
and Housing professional staff member is prohibited. Please seek permission from the residence hall
director or complex coordinator in-advance.

**Throwing Objects Out Windows**

Throwing objects out of windows is dangerous to individuals, their property, and the surrounding areas.
Removing screens, entering or exiting a building through a window and suspending objects outside of a
window is prohibited. Violations of this nature are considered serious and may result in removal from
residence.

**Quiet Hours & Noise**

To ensure an environment conducive to sleep and study, individuals are responsible for monitoring their
personal noise level. Quiet hours are in effect from 11PM to 8AM, Sunday through Thursday, and from
midnight to 8AM, Friday and Saturday. During quiet hours, all noise must be confined to student rooms
at a level that cannot be heard outside the room when the door is closed. Quiet hours are in effect twenty-
four hours a day during reading periods and finals week at the end of each semester.

All remaining hours of the day are considered courtesy hours. During courtesy hours, all noise must be
kept to a level which is respectful to other residents in the suite/apt./building and residents are asked to
comply with reasonable requests from their peers. Students and guests can be documented for violating
the noise policy during courtesy hours if deemed appropriate by a Residential Education and Housing
staff member. Amplified music or bands are not allowed without departmental approval and all groups
using common areas and/or lounges need to abide by quiet hours.

**Common Area Cleanliness & Damage**

The common areas (bathrooms, elevators, hallways, kitchens, laundry rooms, lobby, and lounges) are for
everyone's use and should be left in a clean condition. Residents will be held accountable for excessive
cleaning charges. Unless responsible parties can be identified, damage assessments for vandalism and
missing property (including excessive cleaning fees due to damages) are a shared responsibility of the
residents of the building, apartment, floor, hall, room or townhouse where the incident occurred.
Townhouse residents must dispose of their waste in the appropriate dumpster.

**Posting Policy**

All posters, fliers, and mailbox stuffers must first be approved for posting and distribution by the office of
the dean of students, located on the second floor of the Brower Student Center. Secondly, all posters,
fliers, and mailbox stuffers must then be approved by the residence director or complex coordinator.

**Last Two Weeks of the Academic Term**

The last two weeks of the semester are particularly stressful for students who are writing papers and
studying for final exams. The College understands the need for a quiet and comfortable environment
conducive to such activities. Therefore, disruptive behavior during this period may result in immediate
removal from residence and temporary banning from the residence halls pending any related disciplinary
hearing. Further, hearings for such cases may be held in the following semester (for fall cases) or heard
in absentia (for spring cases).

**Sanction Persistence**
Students are reminded that disciplinary sanctions and/or Residential Education Conference behavioral agreements may carry over into the following academic years and are required to be completed even when a student moves off campus or graduates. Failure to complete sanctions may result in disciplinary holds placed on transcripts and/or registration.

**Weapons and Dangerous Substances**

All weapons, firework, gun powder, explosives, dangerous chemicals, or other incendiary devices are prohibited in order to maintain the safety of TCNJ’s residence halls, including any of the aforementioned items that may be associated with a College-sponsored research, sport, and/or student activity.

**Violations of Residential Expectations & Policies**

Understandably, the college environment can be difficult to navigate for the incoming or continuing student. There are times when a student may engage in behavior that is considered either a Violation of Expectations for Student Conduct or a violation of the Department of Residential Education and Housing’s expectations for behavior from residential students.

The following list identifies examples of behavior that have been identified as violations of the Student Conduct Code and/or expectations for resident students but for which administrators would typically prefer not to initiate the student conduct process on a first occasion of misconduct, unless the behavior is severe or results in substantial harm or risk to the community. Instead, staff may choose to educate and remind students of policies and responsibilities as a first line corrective response to addressing misbehavior of this nature. This can be done either through a brief educational conversation or a more structured Residential Educational Conversation (REC) with the student. Please note that depending upon the information provided; the College does reserve the right to initiate the student conduct process on the first occasion of misconduct for any of the examples listed below. Should a student prefer not to actively participate in the REC process, complete the outcomes resulting from their meeting with staff, and/or persistently engage in similar behavior after being addressed; their case may be referred to and addressed by the student conduct process.

GR1 . Participating in an unauthorized room change

GR2 . Failure to complete or abide by the agreed upon expectations outlined in your living agreement (roommate, suitemate, community/house contract or floor common area agreement)

GR3 . Violation of the Smoking Policy

GR4. Possession or use of an unauthorized electronic device:

- An air conditioner
- Use of a cooking appliance with an enclosed heating element in non-public area
- A microwave oven when one has been provided by Residential Education & Housing
- A personal refrigerator when one has been provided by Residential Education & Housing
- Non-regulation appliance (microwave over 6/5 amps, refrigerator 3.5 cubic feet) when one is not provided by Residential Education & Housing
- A multipronged adapter

GR5 . Possession of a non-TCNJ bunkbed or loft
GR6. Improper use of an exit door
- Propping open doors
- Entering or exiting a designated emergency in a non-emergency setting

GR7. Violation of fire safety regulations:
- Setting or attempting to set fire to, or creating a fire on property owned or operated by the TCNJ without a permit
- Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency
- Unauthorized or improper handling of or tampering with any fire, safety, or emergency equipment or fixtures
- Lighting a candle, incense, or any other open flame inside a College facility or wooded area without express permission from the Department of Occupational Safety and Environmental Services
- Smoking inside any College building and/or within 10 feet of a doorway to any College building
- Removing screens, entering or exiting a building through a window
- Leaving exit, fire, and/or smoke doors propped open or unlocked, or entering or exiting the buildings through emergency exit doors
- Presence on the roofs of College buildings, fire escapes, ledges, service elevators, balconies, and other areas that are designated closed or prohibited
- Riding of bicycles or skateboards, the throwing, kicking, or bouncing of objects, the use of roller skates or blades, the use of water guns, and any other activity that causes risk to property or personal safety inside a College facility
- Presence of any motorized vehicle or machine in buildings with the exception of motorized vehicles used by, or in aid to, persons with disabilities
- Failure to evacuate a residence hall when fire alarm sound

GR8. Failure to cooperate with front desk operations:
- Failure to register guests at the front desk after 8:00PM
- Failure to show appropriate identification when entering the residence halls after 8:00PM

GR9. Participation in hallway games, including but not limited to bike riding, Frisbee, throwing balls, water fights, running, wrestling, or any game/sport deemed inappropriate

GR10. Violation of the key policy:
- Lending keys
- Not reporting the loss of a stolen keys

GR11. Possession of an unauthorized pet

GR12. Misuse of College furniture, including stacking furniture or moving it from common areas to student rooms

GR13. Failure to possess or present College identification or lending one’s ID card to another person

GR14. Throwing objects out windows

GR15. Violation of the College posting policy

GR16. Violation of Quiet Hours or Courtesy Hours or noise which is deemed disruptive to others

GR17. Unauthorized solicitation in residence

GR18. Violations of the Annual Residence Hall & Dining Services Contract

GR19. Consuming alcohol while in the presence of persons not 21 or older

GR20. Being in the presence of alcohol by persons not 21 or older

GR21. Possession of kegs or any alcohol containers considered to be a common source
Section IV: Campus Resources

Brower Student Center
The student center is a primary meeting place for the campus community and is filled with a variety of services and conveniences. The building contains the bookstore, an ATM, several dining options, a game room, TV lounge, billiard tables, student club and organization offices and several administrative offices. The Student Center Information Desk serves as a resource by providing phone numbers, campus, conference and class information, as well as copies of the New Jersey Transit train and bus schedules. The Information Desk is available at 609.771.2331.

Campus Police
TCNJ maintains its own police department, providing law enforcement and security services 24 hours a day, seven days a week. All members of the college community are encouraged to report any suspected, actual, or attempted crimes, as well as all emergencies directly to Campus Police at 609.771.2345 or by dialing 911 from any campus phone. Campus Police also employs Security Officers who are assigned to patrol residence hall areas during evening hours. Police and Security Officers are available after dusk to provide walking escorts on campus. To arrange an escort, please dial 609.771.2345. Campus Police Headquarters is located in the Administrative Services Building on campus. The department publishes a Campus Safety and Security report each October which is available at Campus Police Headquarters, the Vice President for Student Affairs Office, and via its website at www.tcnj.edu/~tcnjpd.

College House residents should dial 911 to be connected to the Ewing Township emergency system. For non-emergencies in the College Houses please contact 609.882.1313 and please leave your name, house and room number, and the best phone number to reach you.

Emergency “Blue-Light” Telephones
Emergency telephones are installed at strategic locations on campus and can usually be identified by the blue-light on top. These phones may be used to report any emergency situation as they provide direct contact with the police dispatcher at Campus Police Headquarters.

Student Health Services (Center for Student Wellness)
Health Services, located in 107 Eickhoff Hall, offers a variety of health services including care of minor illnesses and injuries and routine physical exams. You are welcome to contact Health Services with any questions or for an appointment at 609.771.2483. A Planned Parenthood Clinic is also available at Health Services, with a fee for services. For information or an appointment, call Planned Parenthood at 609.771.2110.

Office of Differing Abilities Services - Disability Support (Center for Student Wellness)
The Office of Differing Abilities Services is located in 307 Holeman Hall. The office is committed to meeting an individual's special needs to allow full participation within our campus community. The staff addresses the specific issues which may interfere with an individual's academic or social adjustments and functions as an advocate in removing physical or attitudinal barriers that may impede an individual's pursuit of their goals. Proper documentation will be required for services. For more information, you can call 609.771.2571.

Alcohol and Drug Education Program (Center for Student Wellness)
The Alcohol and Drug Education Program (ADEP) is concerned with and committed to prevention, education and counseling around alcohol and other drugs for the campus community. ADEP provides
trainings, conduct mandated programs (CHOICES and BASICS), individual counseling, and a resource room of related materials. ADEP is located in 307 Holeman Hall. For more information, call 609.771.2571 or visit www.tcnj.edu/~adep.

Counseling and Psychological Services (Center for Student Wellness)
Counseling and Psychological Services (CAPS) is located in 107 Eickhoff Hall and is open Monday through Friday. Confidential counseling is available for all students. Issues for which counseling can be useful are: depression, family relationships, career choices, peer relationships, fears, test anxiety, sexuality, and academic concerns. Group sessions are also available. Simply call 609.771.2247 or www.tcnj.edu/~sa/counseling/

Office of Antiviolence Initiatives (Center for Student Wellness)
The Office of Anti-Violence Initiatives (OAVI), located in 307 Holeman Hall, provides resources and services related to issues of sexual assault, domestic/dating violence, and stalking. Confidential counseling is available to persons impacted by these issues, and various Peer Education programs are provided upon request. For more information, please visit www.tcnj.edu/~sa/antiviolence or call 609.771.2571

Spiritual and Religious Life
In its effort to meet the religious, social, and cultural needs of as many students as possible, the Combined Council of Campus Ministries provides a wholesome and collaborative environment in which religious inquiry and practice may be fostered. A number of faiths and religious organizations are represented on campus. For more information please visit www.tcnj.edu/~sa/ministries/.

Card Services
The Office of Student Accounts, Green Hall 119, coordinates some services related to your TCNJ ID Card/Get It Card including: creating or replacing your card, declining balance accounts, and parking services. Please visit www.tcnj.edu/~stuacct

Parking
The College will accommodate as many residential students with on-campus parking as facilities will allow. Those resident students enrolled in courses with mandatory off-campus academic requirements will be offered parking. Depending on available space, senior, junior, and sophomore residents may be approved for parking; however, first-year students are generally prohibited from having vehicles on campus. In emergency situations, residential students who do not already hold a parking permit may apply for short-term, temporary parking at the Office of Student Accounts, Green Hall 119. For more information call 609-771-3144 or visit www.tcnj.edu/~parking. College Houses residents will require a commuter parking decal. These residents will be eligible to park in commuter parking lots 3 and 4 and the lot 6 parking deck. During the winter months, overnight parking is prohibited in commuter lots. At that time, students must park in the covered areas of the lot 6 parking deck. For questions contact Parking Services at www.tcnj.edu/~parking

New Jersey Transit Bus Service
New Jersey Transit has a bus stop at the student center. Schedules are available at the Brower Student Center Information Desk.

Academic Support Services
The campus houses a number of excellent support services that assist students along the path to academic success. Please visit www.tcnj.edu/~advising for links to these services.
The College of New Jersey
STUDENT CONDUCT CODE

I. INTRODUCTION

The College of New Jersey, as a community dedicated to learning and the advancement of knowledge, expects and requires the behavior of students to be compatible with its high standards of scholarship and conduct. Acceptance of admission to the College carries with it an obligation to uphold the College’s standards and promote the welfare of the community. Students are responsible for upholding non-academic standards of behavior set forth in this policy as well as the expectations for academic conduct outlined in the Academic Integrity Policy www.tcnj.edu/~academic/policy/integrity.html.

Academic communities differ from other communities in several ways. For the purpose of this code, two differences are particularly worthy of emphasis. First, the primary mission of colleges and universities is the pursuit of knowledge and the development of the whole person. The environment must be conducive to teaching, learning, research, and personal growth. Second, campus living and learning environments are unique. On a residential campus such as The College of New Jersey, undergraduate students live in close proximity to one another and interact continuously in their day-to-day living. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

In order to fulfill its mission and function, the College has the authority and responsibility to maintain order and to exclude those who are disruptive of the educational process. The Student Conduct Code aims to protect the community and the rights of its members, to cultivate and sustain a positive living and learning environment, to educate students regarding responsibility and accountability for their actions, to encourage and foster self-insight and self-initiated change of behavior, to uphold the procedural rights of students accused of violating the College’s rules and regulations, and to encourage the application of ethical decision-making in the daily life of undergraduates.

II. DEFINITIONS

A. “College” means The College of New Jersey.

B. “Student” or “students” includes all persons who are registered for undergraduate courses or maintaining matriculation in an undergraduate degree program at the College, either full time or part time, degree seeking or non-degree seeking, and have an academic record with Primary Academic Web Services (PAWS), the College’s records and registration system. The status of other individuals who participate in College-sponsored or recognized programs will be determined solely at the discretion of the Director of Student Conduct.
C. “College official” includes any person employed by the College performing assigned administrative, academic, or professional responsibilities including campus police, campus health providers, and student employees.

D. “Policy” means the written regulations, standards, and policies of the College as found in, but not limited to, this policy and an official TCNJ policy website.

E. “Effective consent” is informed, freely and actively given mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. A person may be unable to give effective consent when he or she is unable to consent due to his or her age, or because he or she is physically helpless, mentally incapacitated, or intoxicated from alcohol or other drugs.

F. “Sexual penetration” includes vaginal intercourse, cunnilingus, fellatio, or anal intercourse between persons or insertion of the hand, finger, or object into the anus or vagina either by the actor or upon the actor’s instruction.

G. “Sexual contact” is an intentional touching by a person, either directly or through clothing, of another’s intimate body parts for the purpose of degrading or humiliating another or sexually arousing or sexually gratifying the actor.

H. “Intimate body parts” includes the following: sexual organs, genital areas, anal area, inner thigh, groin, buttock, or breast of a person.

I. “Communication” includes, but is not limited to, contact through the use of the Internet, social networking sites, email, voicemail, text message, written message, and telephone, as well as in person.

J. “Course of conduct” means repeatedly maintaining a visual or physical proximity to a person; following, monitoring, observing, surveilling, threatening, or communicating to or about a person directly or through third parties, by any action, method, device, or means; interfering with a person’s property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.

K. “Protected category” collectively refers to one or more of the following categories: age, race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

L. “Advisor” is a person chosen by either an accused student or a student presenting information in support of a complaint to accompany the student during conferences or hearing proceedings and/or assist him or her with any hearing or conference preparations. The advisor may not participate directly in any proceedings or represent any student involved. Any cost associated with the participation of an advisor is the responsibility of the student.
M. “Controlled substance” means a substance whose distribution is controlled by regulations or statute. Such substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, and cannabis.

N. “Drug” refers to a chemical substance, especially one prescribed by a physician that is used in the diagnosis, treatment, or prevention of a condition or disease. A drug is also a chemical substance, such as a narcotic, that affects the central nervous system and is used recreationally for perceived desirable effects on personality, perception, or behavior. Drugs purchased without a prescription may include headache medicines, cough syrups, and similar mild medications, and can be purchased at virtually any pharmacy or retail store. For purposes of this policy, the term “drug” also includes any other chemical substance, compound or combination when used to induce an altered state, and any otherwise lawfully available product when used for any purpose other than its intended use when such use may cause harm to oneself or others.

O. “Narcotic” refers to an addictive drug, such as opium or morphine, which reduces pain, alters mood and behavior, and usually induces sleep or stupor.

P. “Prescription drug” refers to any substance prescribed by a licensed medical practitioner for individual consumption. It includes prescribed drugs and over-the-counter drugs which may have been legally obtained.

Q. “Drug paraphernalia” is defined as all equipment, products, and materials of any kind that are used or intended for use in planning, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing a controlled dangerous substance into the human body, including roach clips, bongs, pipes, etc.

R. “Weapon” includes any item that is designed in appearance or function to resemble a firearm, cause harm, or invoke fear or intimidation. Weapons include, but are not limited to, knives beyond an ordinary kitchen knife, brass knuckles, swords, slingshots, or any other item when used to harm or intimidate another.

S. “Day” is defined as the normal business day and does not include Saturdays, Sundays, designated breaks, legal holidays, or College-designated administrative holidays. With the mutual consent of the student, the Office of the Dean of Students, and the hearing administrator or board, a hearing may be held outside of normal business hours, on Saturdays or Sundays, during breaks, or on administrative holidays. Timelines set forth in this document may be extended in unusual circumstances as determined by the Dean of Students.

T. “Hearing administrator” includes any faculty or professional staff member at the College designated and trained by the Office of the Dean of Students to conduct conferences, administrative informal hearings, and/or administrative formal hearings.
III. **POLICY**

A. **Authority**

The *Student Conduct Code* describes the non-academic behavior expected of all undergraduate students as well as the procedures for addressing and adjudicating complaints of student misconduct. Academic integrity standards are not covered by this code, but rather fall within the authority of the faculty, academic integrity officer in each school, the All College Academic Integrity Board, and Office of the Provost and Vice President for Academic Affairs as outlined in the *Academic Integrity Policy* [www.tcnj.edu/~academic/policy/integrity.html](http://www.tcnj.edu/~academic/policy/integrity.html).

Authority for student conduct ultimately rests with the President of the College and the Board of Trustees, who delegate authority for non-academic conduct of undergraduates to the Vice President for Student Affairs.

The Vice President for Student Affairs may delegate this authority to the Dean of Students and to the Director of Student Conduct. Under their direction, the Director of Residential Education, the Assistant Director of Student Conduct, and appropriate student conduct and residential education staff are responsible for implementing the student conduct process. The Vice President for Student Affairs has authority to appoint hearing boards and hearing or appellate administrators. Any reference in the *Student Conduct Code* to the role or responsibilities of a specific College official may be delegated by him or her to an appropriate designee.

The College *Student Conduct Code* shall apply to student conduct that occurs on College premises, at College-sponsored activities, and off campus. The Director of Student Conduct has discretion to determine what off-campus conduct will be addressed by the student conduct process. Factors that will be considered include whether the incident is documented by a verifiable source, adversely affects the College community, occurs at a College-affiliated event, or endangers the health or safety of the student or others.

Each student shall be responsible for his or her conduct from the time of enrollment in undergraduate courses or matriculation in an undergraduate degree program, through the actual awarding of a degree or cessation of undergraduate academic coursework. The College has discretion to address conduct that occurs when classes are not in session if a student is registered for courses for a semester, but classes are not yet in session.

B. **Interpretation and Amendments**

Any questions of interpretation or application of the *Student Conduct Code* shall be referred to the Director of Student Conduct for final determination.

The *Student Conduct Code* will be reviewed in its entirety every two years. Any time prior to the next biennial review of the *Student Conduct Code*, a recognized constituency or the Dean of Students may request a review of the *Student Conduct Code* by submitting a written request to the Vice President for Student Affairs.
Any substantive changes will be reviewed in accordance with applicable governance policy and procedures.

C. Students’ Rights and Responsibilities

Students at the College have the same rights and protections under the Constitutions of the United States and the State of New Jersey as other citizens. These rights include freedom of expression, press, religion, and assembly. The College has a tradition of student activism and values freedom of expression, which includes voicing unpopular views and dissent. As members of the College community, students have the right to express their own views, but must also take responsibility for respecting the same right of others.

Students have the right to be treated fairly and with dignity regardless of race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability, and as revised in the Policy Prohibiting Discrimination in the Workplace/Educational Environment hr.pages.tcnj.edu/files/2010/.../TCNJ_Discrimination_Policyfinal2008-1.doc. The College has a strong commitment to pluralistic education. Accordingly, the College will not unlawfully discriminate on the basis of protected group status.

Students have the right to have access to the College policies that affect them. The College is committed to providing students with a balanced and fair system of accountability and dispute resolution. Accordingly, students will be provided appropriate procedural standards that are administrative in nature and should not be equated with procedures used in civil or criminal court.

Students’ rights also include those outlined in Student Rights and Freedoms www.tcnj.edu/~sa/handbook/studrights.html and other published College policies. Violation of College policy, including but not limited to the Student Conduct Code, may result in forfeiture of such rights when necessary to preserve the safety of the College community or to achieve the orderly execution of the educational mission of the College.

Along with rights come certain responsibilities. Students at the College are expected to act consistently with the values of the College community to preserve a safe and vibrant environment that encourages scholarship and personal growth.

The College values the individual contribution of every member of the community and expects students to:

- Engage in responsible social conduct that reflects credit upon the College community both on and off campus, and is consistent with a safe and healthy environment;

- Respect the rights of others to pursue an exceptional education free from harassment, bullying, defamation, and discrimination;
• Conduct oneself with personal integrity and in an honest manner that makes him or her worthy of the trust of others;

• Model good citizenship in any community by committing to actions that benefit the community and others, and do not impede the educational mission of the College or individual pursuits of knowledge;

• Recognize that respect for the ideas and contributions of all persons allow for diverse and creative intellectual inquiry;

• Do no harm and do not present a threat of harm to self, others, or personal or institutional property;

• Seek assistance, resources, or aid for self or others in a timely manner when health, safety, or wellness is at risk;

• Respect the right of fellow students to participate in College or outside organizations, associations, or relationships with other students without fear, threat, or act of hazing;

• Conduct oneself professionally and with civility in all pursuits of knowledge in and outside the classroom;

• Be responsible and held accountable for one’s decisions and actions, and the impact on self and others; and

• Be fully acquainted and comply with the College’s published policies and procedures and local, state, and federal law.

D. Violations of Expectations for Student Conduct

The following is a non-exhaustive list of conduct that does not meet The College’s expectations for student conduct. Such misconduct is a violation of the Student Conduct Code and may result in disciplinary sanctions. Other conduct not found in this code may still be deemed unacceptable and may be addressed by the College.

1. Law and Policy Compliance
   a. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
   b. Violation of any federal, state or local law. (See Appendix A and B for non-exhaustive lists of selected state statutes and township ordinances and Appendix C for an excerpt of the State of New Jersey “Anti-Bullying Bill of Rights Act.”)
   c. Failure to meet financial obligations with respect to College funds, or conducting any financial transaction unlawfully or unethically.
   d. Violation of College policies and regulations governing the possession or use of automobiles or other motor vehicles on campus, or violation of parking regulations published by the College.

2. Personal Integrity
a. Falsifying, or being party to the falsification, of any official College identification card, record, or document.
b. Possession, use, manufacture, or sale of a falsified identification card, document, or record.

3. Personal Abuse
   a. Sexual Harassment
      i. Conduct of a sexual nature or based on gender or sexuality that is severe or pervasive enough to create an intimidating, abusive, or hostile campus, educational, or working environment as defined by a reasonable person under similar circumstances. This may include unwanted, unwelcome, or inappropriate sexual or gender-based activities, or comments.
      ii. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a condition of the conferral of any benefit, or rejection of such advance, request, or conduct implies that a person will suffer adverse consequences from a student in an express or implied position of authority.
      iii. Sexual harassment is a violation of Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 (as amended in 1991), as well as The Policy Prohibiting Discrimination in the Workplace/Educational Environment hr.pages.tcnj.edu/files/2010/.../TCNJ_Discrimination_Policyfinal2008-1.doc. (which applies to all employees including student employees with respect to conduct that arises out of their employment status).
   b. Obscene or Indecent Behavior
      i. Exposure of one’s sexual organs or the display of sexual behavior or contact that would reasonably be offensive to others or be observed by any other non-consenting persons who would be affronted or alarmed.
      ii. Trespassing, spying, or eavesdropping for sexual arousal.
   c. Physical Sexual Misconduct
      i. Any sexual penetration, however slight, that occurs without the effective consent of a person, or that occurs when a person is unable to give consent. Sexual penetration that occurs without the consent of the person can/may include the use of threats, coercion, or physical force. Sexual penetration that occurs when a person is unable to give consent can/may include those instances where the person is unable to consent due to his or her age, or because he or she is physically helpless, mentally incapacitated, or intoxicated from alcohol or other drugs.
      ii. Any intentional, non-consensual sexual contact with an intimate body part of another, or forcing another to have sexual contact with an intimate body part of oneself or another, with any object or body part, or any disrobing of another without effective consent.
      iii. The College’s highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. An element of promoting safety is providing clear, responsible methods of reporting and addressing incidents of sexual misconduct. Therefore, in order to remove potential barriers to reporting sexual misconduct, the Office of the Dean of Students will not charge a student with violating any expectations of student conduct regarding alcohol or other drugs if that student reports such conduct within a complaint of possible sexual misconduct.
      iv. Sexual misconduct is a violation of Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 (as amended), as well as
The Policy Prohibiting Discrimination in the Workplace/Educational Environment hr.pages.tcnj.edu/files/2010/.../TCNJ_Discrimination_Policyfinal2008-1.doc. (which applies to all employees including student employees with respect to conduct that arises out of their employment status).

d. Bullying, Intimidation, and Harassment
   i. Engaging in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes e-mails, text messages, and Internet postings on web-sites or other social media), whether it be a single incident or series of incidents; that is so severe or pervasive and objectively offensive that it substantially disrupts or interferes with the orderly operation of the College or the rights of any student or other member of the College community; and that:
      a. involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, College employment, or participation in activities sponsored by the College or organizations or groups related to the College; or
      b. a reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any person or group; or
      c. creates an intimidating or hostile environment by substantially interfering with another student’s education, or by materially impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community; or
      d. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person’s property or placing him or her in reasonable fear of physical or emotional harm to his or her person, or to any member of that person’s family or household, or of damage to his or her property.
   ii. Any attempt to intimidate, threaten, or unduly influence another person with the purpose to discourage cooperation or truthful participation in a student conduct matter, investigation, or proceeding.
   iii. Abusive or harassing conduct directed at a person or group because of membership in a protected category may result in an enhanced sanction.

e. Invasion of Privacy
   i. Unauthorized making of an explicit or objectively offensive recording (including but not limited to photographs, video, and/or audio) of another person.
   ii. Unauthorized display, publication, transmission, or other dissemination (including via the Internet) of explicit or objectively offensive recordings (including but not limited to photographs, video and/or audio) of another person. Consent to be recorded does not imply consent for such records to be displayed, published, transmitted, or otherwise disseminated.
   iii. Unauthorized intrusion upon a person’s private property or communications.
   iv. Unauthorized appropriation and/or use of someone’s identifying or personal data or documents.

f. Stalking
   i. Purposefully or knowingly engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of a third person, or suffer other emotional distress. Such courses of conduct include but are not limited to alarming conduct, following a specific person or otherwise communicating with a person repeatedly in a
manner likely to cause fear for safety, or seriously annoy a reasonable person under similar circumstances.

g. Defamation
   i. Oral or written publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule; 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 him or her. This does not include the good faith documentation of a possible policy violation.

h. Physical Abuse
   i. Use of unwelcome force against the person or property of any person or group.
   ii. Any action or statement that imminently threatens significant harm to the health or safety of any person or group.
   iii. Any action, statement, or use of force against a person where a personal, intimate, or special relationship exists (defined by marriage, civil union, dating, family membership, or co-habitation), and would reasonably threaten or intimidate that person.
   iv. Interference with the freedom of another person to move about in a lawful manner by force, threat, intimidation, or other means without effective consent.
   v. Abusive or harassing conduct directed at a person or group because of membership in a protected category may result in an enhanced sanction.

i. Hazing
   i. Any action taken, or situation created that negligently, intentionally, or recklessly subjects any person to the risk of bodily harm, physical discomfort, harassment, emotional or mental degradation, abuse, or interferes with academic activities; or causes or encourages any person to commit an act that would be a violation of law or College regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization. This provision applies to all students regardless of College or Student Government recognition of the student group or organization.
   ii. Observation by a member of a student group or organization of any hazing activity as described above without reporting the incident to College authorities.
   iii. Aiding or assisting another to engage in any hazing activity as described above.
   iv. The expressed or implied consent of a person is not a defense to any hazing activity described above.

4. Property
   a. Unauthorized use or possession, attempted or actual theft, and/or misappropriation of property belonging to others, the College, or the New Jersey Educational Facilities Authority.
   b. Damage, malicious or negligent defacement, or destruction of property belonging to others, the College, or the New Jersey Educational Facilities Authority.
   c. Unauthorized possession, duplication, or use of keys to any College premises; or unauthorized entry into any office, residence hall room, mailbox, or other College facility.
   d. Defacement, damage or destruction of property directed at a person or group because of membership in a protected category may result in an enhanced sanction.

5. Compliance with Directives
a. Failure to comply with directives issued by an identified College official. A directive may be considered any written or verbal mandate.
b. Failure to correctly identify oneself at all times and present this information courteously upon request by a College official or law enforcement officer.
c. Aiding or assisting another to violate College policy, or acting in any way to further a violation of College policy.

6. Drugs, Narcotics, Controlled Substances, and/or Paraphernalia
   a. Unlawful possession, use, purchase, or attempted purchase of drugs, narcotics, or controlled substance and/or paraphernalia.
   b. Unlawful manufacture, distribution, or intended distribution of drugs, narcotics, or controlled substance and/or paraphernalia.
   c. Misuse or misappropriation of any prescription or over-the-counter medication.
   d. Knowingly being in the presence of the illegal use of a drug, prescription drug, narcotic, or controlled substance.
   e. Disrupting the campus or off-campus community or engaging in any policy violation while under the influence of a drug, controlled substance, or narcotic.
   f. The College’s highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. Therefore, no student seeking medical attention by contacting either College or local authorities for a drug overdose (nor a student who seeks medical attention on behalf of the affected student) will be formally charged under the Student Conduct Code for the unlawful use or possession of a drug. Although this does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, the effort to seek help for the affected student may be a mitigating factor in sanctioning. Affected students may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process.
   g. Although New Jersey state law permits the use of medical marijuana within narrowly tailored circumstances, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed on any College property, nor is it allowed at any College-sponsored event or activity off campus.

7. Alcoholic Beverages
   a. Being in possession of, attempting to purchase, purchasing, or consuming alcoholic beverages on or off campus while under the age of 21.
   c. Selling, distributing, or serving alcoholic beverages to a person under the age of 21.
   d. Possession and/or utilization on campus of devices for the rapid, high-risk consumption of alcohol including, but not limited to funnels, beer pong accessories, beer bongs, luges, etc., regardless of age.
   e. Consuming alcoholic beverages or carrying alcohol in open containers in any public area without the receipt of an alcohol permit, regardless of age.
   f. Hosting the underage consumption of alcohol in a social space, residence hall room, common area, or off-campus space that is occupied by, under the control of, or reserved for the use of a student or organization.
   g. Possession of common source containers of alcohol on campus whether empty or full, including but not limited to kegs, punch bowls, etc., regardless of age.
h. Excessive use of alcohol resulting in a state of intoxication which endangers oneself or others.
i. Disrupting the campus or off-campus community or engaging in any policy violation while a student is intoxicated.
j. The College’s highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. Therefore, no student seeking medical attention by contacting either College or local authorities for intoxication (nor a student who seeks medical attention on behalf of the affected student) will be formally charged for the unlawful use or possession of alcohol. Although this does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, the effort to seek help for the affected student may be a mitigating factor in sanctioning. Affected students may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process.

8. Weapons and Dangerous Substances
   a. Possession, storage, or carrying of a firearm or other weapon in a residence hall room, on a person, or in a motor vehicle on College premises or at any College-affiliated activity or event.
   b. Possession or use of fireworks, gun powder, explosives or other incendiary devices, or dangerous chemicals, except as authorized for use in class, in connection with College-sponsored research, or for another approved activity and used in the way authorized and approved on College premises or at any College-affiliated activity or event.

9. Fire and Safety
   a. Setting or attempting to set fire to, or creating a fire on property owned or operated by the College without a permit.
   b. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
   c. Unauthorized or improper handling of or tampering with any fire, safety, or emergency equipment or fixtures.
   d. Lighting a candle, incense, or any other open flame inside a College facility or wooded area without express permission from the Department of Occupational Safety and Environmental Services.
   e. Smoking inside any College building and/or within 10 feet of a doorway to any College building.
   f. Removing screens, entering or exiting a building through a window, and/or throwing objects out windows.
   g. Leaving exit, fire, and/or smoke doors propped open or unlocked, or entering or exiting the buildings through emergency exit doors.
   h. Presence on the roofs of College buildings, fire escapes, ledges, service elevators, balconies, and other areas that are designated closed or prohibited.
   i. Riding of bicycles or skateboards, the throwing, kicking, or bouncing of objects, the use of roller skates or blades, the use of water guns, and any other activity that causes risk to property or personal safety inside a College facility.
   j. Presence of any motorized vehicle or machine in buildings with the exception of motorized vehicles used by, or in aid to, persons with disabilities.
10. Computer Misuse
   a. See the Client Computing Usage Policy
      http://www.tcnj.edu/~steering/201011/Computer%20access%20agreement.pdf

11. Disruption/Obstruction
   a. Disruption to, or obstruction of teaching, research, administrative, disciplinary proceedings, or other College activities or normal operations including its public service functions on or off campus.
   b. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised events or activities.
   c. Behavior that disturbs the peace, academic study, or sleep of others on or off campus.

12. Repeated Behavior
   a. Repeated behavior that materially and/or substantially interferes with the operation of the College or individuals, and that previously has been brought to the attention of the student through participation in a separate behavior review process or by a College official.

IV. PROCEDURAL STANDARDS

A. Complaint. See also Appendix D for a flow chart of the student conduct process.
   1. Filing a complaint. Any member of the College community may file a complaint against a student for possible violations of the Student Conduct Code, including a representative from the Office of the Dean of Students on behalf of a person outside the College community if the incident has an adverse effect on the College and there is documentation from a verifiable source. A complaint must be prepared in writing and submitted to the Director of Student Conduct. Any complaint should be submitted as soon as possible after the incident takes place, preferably within 30 days. However, the Director of Student Conduct has discretion to accept or issue a complaint and issue charges against a student regardless of when the complaint is submitted if the conduct poses a possible threat to the College community or to individual members of the College community.

   2. Investigation. The Director of Student Conduct will conduct an investigation to determine if the information in the complaint merits charges against a student or students, a formal admonishment, no charges, or if the incident can be addressed through an alternate dispute resolution process, including mediation.

B. Charge(s). Any charges will be presented to the accused student in writing through the student’s College email address, as the official means of communication at the College, and a conference with a hearing administrator shall be scheduled within a timely period. Maximum time limits may be extended at the discretion of the hearing administrator for unforeseen circumstances.

C. Conference. The accused student will meet with an assigned hearing administrator for a conference to discuss the grounds for any charges, process, and sanctioning practices. The accused student will select whether he or she will participate in a formal or informal conduct hearing. An advisor of the accused student’s choice may be present during the conference. If after notice an accused student does not attend a scheduled conference, the
hearing administrator may postpone the conference, or review the information available and make a decision on responsibility including assigning any sanctions to the student if deemed appropriate.

D. Informal hearing. If the accused student selects an informal hearing to address any charges, the hearing administrator conducting the conference will immediately conduct the informal hearing. The accused student’s advisor may remain present for the informal hearing, but may not represent the student or address the hearing administrator. The advisor’s role is limited to providing support to the student by observing or advising the student outside of the proceeding. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. The hearing administrator may temporarily adjourn the informal hearing if he or she determines that further review or clarification is necessary including, but not limited to, interviewing the complaining party and/or other witnesses.

1. Joint hearing. In cases involving more than one accused student, the administrator or board may permit the hearing concerning each student to be conducted either separately or jointly.

2. Information. The informal hearing provides an opportunity for the accused student to be heard and to provide information such as written witness statements. The student may accept or deny responsibility for any charges.

3. Decision. The hearing administrator will determine whether the student is responsible for any charges. The hearing administrator’s determination shall be made on the basis of whether it is *more likely than not* that the accused student violated the Student Conduct Code. If the student is found not responsible for any charges, the process is concluded. If the student is found responsible for any charges, the hearing administrator will then assign any appropriate sanctions.

4. Appeal. The accused student may appeal the decision and/or any sanctions issued by the hearing administrator in writing to the Director of Student Conduct. (Please see Section F. Appeals for more information).

E. Formal hearing. If the accused student selects a formal hearing, then he or she has the opportunity to select an administrative hearing, a Community Standards Board hearing, or an All College Standards Board hearing. A student may choose an All College Standards Board hearing only if his or her case may result in suspension or expulsion in the event he or she is found responsible for any charges. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings.

1. Administrative hearing. An administrative hearing is conducted by a trained faculty or staff member of the College who is selected by the Director of Student Conduct and who has not previously served as a hearing administrator in the accused student’s conduct process. The administrator will hear information presented by any parties and render a decision and sanctions if appropriate. A student may appeal the decision of the administrator to the Director of Student Conduct.

2. Community Standards Board. The Community Standards Board is a student board chaired by a student representative and advised by the Assistant Director of Student Conduct. The Community Standards Board is comprised of four voting members; the student chair votes only in the case of a tie. The advisor to the board does not vote nor participate in deliberations, but may answer questions regarding procedural standards, policy, or sanctioning practices. A student may appeal the board’s decision to the
Director of Student Conduct. The Community Standards Board will not hear cases that may result in suspension or expulsion should the accused student be found responsible for any charges.

3. **All College Standards Board.** The All College Standards Board is comprised of five members and is chaired by the Director of Student Conduct or designee of the Vice President for Student Affairs. The membership of the All College Standards Board includes two student representatives, one faculty member, one student affairs staff member, and an additional representative that can be either faculty or staff member. The Director of Student Conduct neither votes nor participates in deliberations, but may answer questions regarding procedural standards, policy, or sanctioning practices. The All College Standards Board will hear cases that may result in suspension or expulsion should the accused student be found responsible for any charges. A student may appeal the board’s decision to the Vice President for Student Affairs.

4. **Formal hearing guidelines.** Formal hearings shall be conducted according to the following guidelines.
   a. **Private hearing.** A hearing is conducted in private. The person bringing the complaint, the accused student, and advisor(s) are allowed to attend the entire portion of the board or administrative hearing at which information is received (this excludes deliberations). Admission of any other person to the hearing shall be at the discretion of the board or administrator hearing the case.
   b. **Joint hearing.** In cases involving more than one accused student, the administrator or board advisor may permit the hearing concerning each student to be conducted either separately or jointly.
   c. **Advisors.** The person bringing the complaint and the accused student may be assisted by an advisor of their choice, at their expense. Students must notify the Director of Student Conduct of whom they have designated as their advisor five business days prior to the scheduled hearing. A representative from the College’s Office of the General Counsel may also be present at the hearing. Students are responsible for presenting their own information, and therefore advisors are not permitted to speak or to participate directly in any hearings. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing as delays will not normally be allowed due to the scheduling conflicts of an advisor.
   d. **Questions.** The person bringing the complaint, the accused student, and the hearing board or administrator may arrange for witnesses to present pertinent information. The parties may suggest questions to be answered by one another and/or one another’s witnesses, but the questions must be directed to the chairperson of the board or the administrator rather than to the other party or witness directly. The chairperson of the board or the administrator will determine whether questions or potential information are appropriate at his or her discretion.
   e. **Additional information.** Relevant records, exhibits and written statements (including student impact statements during the sanction phase) may be accepted as information for consideration by a board or administrator at the discretion of the chairperson or administrator.
   f. **Decline to provide information.** The accused student has the right to decline to provide any written or oral statements, answer questions posed in a hearing, or provide any information on his or her behalf. However, the hearing board or
administrator may draw an adverse inference from the student’s absence of information or refusal to answer questions.

g. **Procedural questions.** All procedural questions are subject to the final decision of the chairperson of the board or administrator.

h. **Majority vote and quorum.** A board will determine by majority vote whether the accused student has violated the policy as charged. For any board hearing, a quorum of three voting members is necessary. Quorum is not required for an administrative hearing as the decision is made by the administrator alone.

i. **Basis for decision.** The board or administrator’s determination shall be made on the basis of whether it is *more likely than not* that the accused student violated the *Student Conduct Code.* Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings.

j. **Hearing recorded.** There will be a single verbatim record, such as a tape or digital recording of all formal hearings. Deliberations will not be recorded. The record will be the property of the College.

k. **Decision in absentia.** If an accused student, with notice, does not appear for a formal hearing, the hearing administrator or board may postpone the hearing or hear the information in support of the charges in the accused student’s absence and will make a decision on the available information.

l. **Special accommodation.** The board or administrator may accommodate persons with concerns for the personal safety, well-being, and/or fears of confrontation during the hearing by providing separate facilities or physical dividers, and/or by permitting participation by telephone, videophone/conferencing, videotape, audio tape, written statement, or other viable means as determined by the Director of Student Conduct to be appropriate.

m. **Differing abilities accommodation.** The board or administrator will provide any reasonable accommodation for hearing participants who have a disability and are registered with, or notify the Office of Differing Abilities and the Office of the Dean of Students in a timely manner.

F. **Appeal Procedures.**

1. **Accused student appeal.** An accused student is afforded one single opportunity to appeal decisions and/or any sanctions issued by a hearing administrator or board within five business days of the date of the written decision. The decision of the administrator reviewing the submitted appeal is final and conclusive.

2. **Student complainant appeal.** A student who filed a complaint resulting in a student being charged with a violation under *Personal Abuse* (see Section D.3. under *Violations of Expectations for Student Conduct*) is afforded one single opportunity to appeal decisions and/or any sanctions issued by a hearing administrator or board within five business days of the date of written notification of the decision and/or relevant sanctions. The decision of the administrator reviewing the submitted appeal is final and conclusive.

3. **Required format.** All appeals must be in writing, and include any supporting documentation that the student wishes to be considered. Deference is given to the original hearing administrator or board’s findings of fact and decision of responsibility and/or any sanctions, therefore the burden of proof is on the student filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision or any sanctions. An appeal will generally be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the purposes below, provided
however the administrator may request additional information or clarification from the accused student, complaining party, and/or witnesses for purposes of this review.

a. **Process review.** To determine whether the hearing was conducted in accordance with published procedures and without bias on the part of the hearing administrator or any board member. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. **Information review.** To determine whether there was information presented in the hearing that, if believed by the board or administrator, was sufficient to establish that a violation of the *Student Conduct Code* occurred.

c. **Sanction review.** To determine whether any sanctions imposed were appropriate for the violation of the *Student Conduct Code* which the student was found to have committed.

d. **New information.** To consider new information, submitted by the appealing student within the prescribed five day period, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information was not known to the student appealing at the time of the original hearing.

3. **Appeal decision.** An administrator reviewing an appeal may make one of the following decisions.

a. **Affirm.** The administrator may decide to affirm the decision of the original hearing administrator or board.

b. **Alter sanction.** The administrator may alter the sanctions issued by the original hearing administrator or board. Alteration in the sanction may include reducing or increasing the sanction or requirements.

c. **New hearing.** The administrator may determine that a new hearing by a different hearing administrator or board is warranted to correct procedural irregularity or to consider new information. A student may appeal a decision of the new hearing administrator or board.

d. **Remand.** The administrator may direct the original hearing administrator or board to review their original decision subject to any instructions from the administrator; and may affirm that decision or render a new decision consistent with those instructions. A student may appeal a decision made by the original hearing administrator or board if there are any changes after the review.

G. **Summer and End of Academic Year Cases.** Any incidents that are reported near the end of the spring semester and are unable to be heard before the last week of classes in accordance with the conduct process may be heard by an existing hearing administrator or board over the summer.

1. **Minor incident.** For a minor incident (where a finding of responsibility would result in a warning and/or educational sanctions), the accused student will be asked to submit a statement in writing regarding the incident that may include statements by any witnesses by a prescribed date. The hearing administrator or board, in conjunction with the incident report form, will consider this statement. The accused student will be notified of the administrator or board’s decision via electronic communication. This process will also be utilized to handle such incidents that occur during summer sessions conducted at the College. If the accused student wishes to appeal the decision of the administrator or board, he or she must do so within five business days of notification of the decision.

2. **Major incident.** For a more serious incident (where a finding of responsibility may result in a status of pending termination of residency, termination of residency, pending
suspension, suspension, or expulsion), the student may choose to respond to the charges in writing (as described above), or to participate in a hearing process in person through existing procedures. The Director of Student Conduct will determine whether this process should take place during the summer or after classes have reconvened in the fall.

H. Sanctioning Practices. The following sanctions, alone or in any combination, may be imposed upon any student found to have violated the Student Conduct Code. See also Appendix E for specific sanctioning procedures for selected violations.

1. Warning. A notice in writing to the student that the student is violating or has violated institutional regulations and that further violations may result in more severe disciplinary action.

2. Loss of privilege. Denial of any specified privilege for a designated period of time.

3. Restitution. Compensation for loss, damage, or injury to College property. This may take the form of appropriate service and/or monetary or material replacement.

4. Discretionary sanctions. Work assignments, essays, presentations, research projects, conduct contracts, service to the College, or other discretionary assignments.

5. Restorative justice. Participation in a mediated discussion with any persons or departments harmed and development of a shared agreement of how to correct the harm. Unlike other sanctions, all participants must voluntarily agree to participate in the restorative justice process. Restorative justice and mediation programs will not be available to students accused or found responsible for any sexual misconduct.

6. Master education plan. Develop a master education plan with the aid of the Director of Student Conduct and mentor committee, agree to the terms of the plan, and to continuous evaluation.

7. Parental notification. Notification may be sent to parents or guardians of a student who is under 18 years of age, or financially dependent on his or her parents or guardians, depending on the circumstances surrounding the incident. Parents or guardians may also be notified of alcohol and other drug incidents for students under 21 years of age, regardless of financial dependency or resulting sanction.

8. Pending termination of housing. This status serves as a housing probationary status assigned to a student for a specified period of time before his or her housing privileges are terminated. While on this status, any further violations of College policy may result in termination of housing. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students for five years after a student separates from the College.

9. Termination of housing. Removal of a student from College housing after a specific date and for a specified period of time. Through the duration of the termination, the student will be restricted from entering all residential floors in College buildings. Students who are removed from College housing for disciplinary reasons will receive the refund available based on the time of the semester according to the Department of Residential Education and Housing policies and the housing contract. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students for five years after a student separates from the College.

10. Pending suspension. This status serves as the disciplinary probation status assigned to a student for a specified period of time before he or she is suspended from the College. While on this status, any further violations of College policy may result in suspension from the College. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students for five years after a student separates from the College.
11. **Suspension.** Termination of course registration and residency (if applicable) from the College after a specific date and for a specified time. Through the duration of the suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Director of Student Conduct for the purpose of conducting College business. Before a student may be readmitted to the College after the designated period of time, he or she must meet with the Dean of Students to show satisfactory completion of any assigned directives or to discuss stipulated conditions for his or her return. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students indefinitely. Should a student wish to return to the College after the suspension period, he or she must comply with any academic standards and procedures then in effect.

12. **Interim suspension.** Immediate separation of a student from the College and/or housing by the Dean of Students pending a hearing. Through the duration of the interim suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Director of Student Conduct for the purpose of conducting College business. Interim suspension will be imposed only in exceptional circumstances to ensure the health, safety or welfare of members of the College or College property or to ensure the student’s own physical or emotional safety and welfare. Students who have been suspended on an interim basis must have a conduct hearing within a practical period of the interim suspension.

13. **Expulsion.** Permanent dismissal from the College and restriction from College property. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students indefinitely. Expulsion is the most serious disciplinary action taken by the College and is generally reserved for only those cases of behavioral misconduct in which all the relevant facts and aggravating circumstances support a conclusion that the only reasonable sanction is permanent removal from the College.

I. **Disciplinary Record Keeping Practice.**
   1. **File maintenance.** A student who is charged with a violation of the Student Conduct Code has a file created and maintained by the Office of the Dean of Students. Files are maintained for five years after the date the student separates from the College; however files of students who have been suspended or expelled are maintained indefinitely.
   2. **Confidentiality.** The federal Family Educational Rights and Privacy Act of 1974 (FERPA) protects a student’s education records, including student conduct files, from unauthorized disclosure to third parties. A student must sign a waiver to grant access to his or her disciplinary record before the College will disclose information protected by FERPA contained in the student’s records. These confidentiality requirements apply to students’ parents or guardians with the exception of a health or safety emergency, an alcohol or drug violation, or if the student is financially dependent on the parents or guardians. Federal law makes exceptions in these cases and does allow the College to share disciplinary information with specific persons. In addition, FERPA allows the College to disclose a student’s education record without prior written consent when the disclosure is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may include only the final results of the disciplinary proceeding conducted by the institution of postsecondary education with respect to that alleged crime or offense. Furthermore, FERPA permits the College to disclose sanction information to a student or party who has filed a complaint of conduct that is a violation under Personal Abuse (see Section D.3. under Violations of Expectations for Student Conduct) when any sanction directly relates to the complaining party.
3. **Inspection.** Students may request to inspect or view their disciplinary records in accordance with FERPA. To do so, a student should make an appointment with the Director of Student Conduct. Records are not immediately available to students because they must first be reviewed for confidential information regarding other students, and thus may need to be redacted. Upon request, the Office of the Dean of Students will provide students with copies of redacted incident reports, letters, and any forms or receipts in the student’s file.

4. **Reporting.** If a student has given proper permission for the College to share disciplinary information to a third party, it is the practice of the College to only disclose a disciplinary file if a student has ever been placed on a probationary status, has been removed from housing, or has been suspended or expelled from the College. The College retains discretion to release additional information contained in a student’s disciplinary file if a third party requires disclosure of further information, or if a student separates from the College with any pending student conduct matters.

5. **Petition for administrative deletion.** Disciplinary records may be administratively deleted upon approval by the Dean of Students. When a record is administratively deleted, the information it contains is no longer part of an official disciplinary record. The College is required by law and College policy to retain for statistical purposes information regarding certain types of disciplinary violations. Statistical information from deleted files may be retained with the student’s name and student identification number removed. Administrative deletion affects only information maintained by the Office of the Dean of Students. Copies of letters distributed to other College departments, incident reports, police reports, and the results of previous background checks reported outside of the Office of the Dean of Students are not affected by an administrative deletion. Petitions for an administrative deletion may be made no sooner than one year after the date of the student’s last finding of responsibility from the student conduct process and must be submitted in writing to the Dean of Students. Administrative deletion may not be granted for conduct that resulted in suspension or expulsion from the College and may also be denied for conduct that posed a threat to a member of the College community or serious damage to College property.

J. **Violation of Law and Student Conduct Code.** College student conduct proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and College policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Director of Student Conduct. Prior determinations made or sanctions imposed under these procedural standards will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules are later dismissed, reduced, or resolved in favor of or against the criminal law defendant.

K. **Leave of absence or withdrawal.**
   1. Individuals who withdraw or take a leave of absence from the College while a conduct matter or any sanction is pending will have a registration hold placed on their student account(s) and will be notified of the pending matter and registration hold.
   2. If documentation of a complaint or incident is brought to the attention of the Office of the Dean of Students after an individual separates from the College, but includes conduct that allegedly occurred while an individual was a student, the College retains
discretion to assign any charges, ban the individual from campus, and/or place a registration hold on the individual’s account pending adjudication.

3. The College retains discretion to determine when there is enough information available or it is necessary to adjudicate charges for formerly enrolled students. An individual may contact the Office of the Dean of Student to request arrangements to adjudicate or dispose of the matter before the registration hold will be released.
Specific Sanctions for Selected Violations

The College is required by law to disclose possible sanctioning practices for certain violations of the Student Conduct Code. The descriptions below include possible ranges of sanctions that may be applied to students who are found responsible for violations meeting the definitions described below. Mitigating or aggravating factors may impact the severity of sanctions assigned.

Physical Sexual Misconduct and Intimate Partner Violence Sanctions

As required by the federal Jeanne Clery Act, the College must disclose the range of possible sanctions that may be imposed following an institutional disciplinary procedure addressing sexual misconduct or intimate partner violence.

A hearing administrator or board may impose any sanction that it finds to be fair and proportionate to the violation and that is authorized for violations of the Student Conduct Code. In determining an appropriate sanction, the hearing administrator or board may consider any record of past disciplinary matters as well as the nature and severity of the misconduct. The hearing administrator or board will consider as part of its deliberations whether the accused student poses a continuing risk to a member or members of the College community. The College expects all cases involving a finding of responsibility for sexual misconduct to involve consideration of the sanctions of suspension or expulsion. Any sanction imposed shall be explained or supported in a written decision of the hearing administrator or board.

A student found responsible for sexual penetration that occurs without the effective consent of the victim, or that occurs when the victim is unable to give consent will be issued sanctions ranging from suspension to expulsion. Students found responsible for any intentional, non-consensual sexual contact with an intimate body part of another, or forcing another to have sexual contact with an intimate body part of oneself or another, with any object or body part; or any disrobing of another without effective consent will be issued sanctions ranging from pending termination of housing and pending suspension statuses to expulsion.

Intimate partner violence includes any action, statement or use of force against a person where a personal, intimate or special relationship exists (defined by marriage, civil union, dating, family membership, or co-habitation), and would reasonable threaten or intimidate that person. A student found responsible for intimate partner violence will be issued sanctions ranging from being moved to a different housing location with pending termination of housing status to expulsion.

Alcohol and Drug Related Sanctions

In response to the Drug-Free Schools and Communities Act of 1989, the College has published the following possible sanctions for alcohol and other drug violations in the Alcohol and Other Drugs Policy:

A student who commits a violation of expectations outlined in the Student Conduct Code is subject to sanctions commensurate with the offense consistent with local, state, and federal law, up to and including removal from College assigned housing, expulsion from the College, and referral for prosecution, as well as the possibility of revocation of privilege to consume alcohol on campus and/or to attend College-sponsored events at which alcohol will be served or consumed. Referrals to the Alcohol and Drug Education Program (ADEC) and/or Counseling and Psychological Services (CAPS) may be required.
The 1998 HEA amendments to The Family Education Rights and Privacy Act (FERPA) of 1974 added an exception that allows institutions of higher education to disclose to a parent or legal guardian information regarding a student’s violation of any law or institutional rule or policy governing the use or possession of alcohol if the student is under 21, or the use or possession of a controlled dangerous substance without regard to a student’s age, and the institution determines that the student has committed a disciplinary violation with respect to use or possession. The College may choose to apply this exception and communicate with the family of a student who meets the established criteria, in an effort to partner with the family to assist the student.

**Loss of Financial Aid for Drug Conviction(s)**

Be advised that a student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance while enrolled in an institution of higher education and receiving any federal financial aid (e.g. grant, loan, or work assistance) will lose his/her eligibility for such federal assistance according to the following schedule:

If convicted of an offense involving the **possession** of a controlled substance, the ineligibility period is:
- First Offense: 1 year
- Second Offense: 2 years
- Third Offense: Indefinite

If convicted of an offense involving the **sale** of a controlled substance, the ineligibility period is:
- First Offense: 2 years
- Second Offense: Indefinite

**Bullying, Intimidation and/or Harassment Sanctions**

In accordance with the 2011 New Jersey Anti-Bullying Statute § 28, the College is providing a range of disciplinary sanctions which may result if a student is responsible for an act of bullying, intimidation or harassment that will range from a warning with discretionary education sanction(s) to expulsion.
TCNJ Campus Map:
Important TCNJ Phone Numbers

The College area code is 609. If the last four digits begin with a "5" the prefix is 637. If the last four digits begin with a "2" or "3" the prefix is 771. For calls between on-campus locations, use the last four digits only.

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<tr>
<th>Residential Area Offices</th>
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<tbody>
<tr>
<td>First Year Experience – 609.637.5079</td>
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<tr>
<td>Sophomore Year Experience – 609.771.2580</td>
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<tr>
<td>Upper-Class Experience – 609.771.3339</td>
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<tr>
<th>Residence Hall Offices</th>
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<tr>
<td>Allen/Ely/Brewster – 609.637.5602*</td>
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<tr>
<td>Centennial – 609.637.5515</td>
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<td>Eickhoff Hall – 609.637.5507</td>
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<td>Cromwell – 609.637.5612</td>
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<td>Decker – 609.637.5526</td>
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<td>Hausdoerffer – 609.771.2915</td>
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<td>New Residence Hall – 609.637.5533*</td>
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<td>Norsworthy – 609.637.5516</td>
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<td>Phelps – 609.771.2514*</td>
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<td>Townhouse East – 609.637.5565</td>
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<td>Townhouse South – 609.637.5566</td>
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<td>Townhouse West – 609.637.5564*</td>
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<td>Travers – 609.637.5585*</td>
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<td>Wolfe – 609.637.5582*</td>
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<td>* indicates offices with a Residence Director</td>
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<th>Additional Campus Offices</th>
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<tr>
<td>Alcohol and Drug Education Program – 609.771.2571</td>
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<td>Building Services – 609.771.2696</td>
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<td>Career Services – 609.771.2161</td>
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<td>College Book Store – 609.637.5001</td>
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<td>Conference and Meeting Services – 609.771.2797</td>
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<td>Counseling and Psychological Services – 609.771.2247</td>
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<td>Differing Abilities – 609.771.2571</td>
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<td>Dean of Students, Office of the – 609.771.2466</td>
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<td>Emergency – 911</td>
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<td>Facilities – 609.771.2353</td>
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<td>Global Studies – 609.771.2596</td>
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<td>Health Services – 609.771.2483</td>
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<td>Information Technology Help Desk – 609.771.2660</td>
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<td>Intramurals and Recreation – 609.771.2223/2389</td>
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<tr>
<th>Campus Police</th>
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<td>609.771.2345 or 911</td>
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<tr>
<th>Residential Education</th>
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<tr>
<td>Townhouses South – 609.771.3339</td>
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<tr>
<td>Library – 609.771.2311</td>
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<td>Office of Anti-Violence Initiatives –</td>
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<td>609.771.2272</td>
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<td>Parking Services – 609.771.3144</td>
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<td>Physical Enhancement Center – 609.771.2014</td>
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<td>Records and Registration – 609.771.2141</td>
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<td>Recreation Center – 609.771.2190</td>
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<td>Student Accounts – 609.771.2172</td>
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