



Essex County College

College Regulations Book

Version 4

September 2024

This Regulations Book is periodically updated. Refer to updated versions of regulations at <https://www.essex.edu/ecc-college-regulations/>

Office of Compliance & Equity
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Table of Contents

Chapter 1	1
REG 1-1 DEVELOPMENT OF BOARD POLICIES.....	2
REG 1-2 DEVELOPMENT OF COLLEGE REGULATIONS	4
REG 1-3 ITEMS REQUIRING ACTION BY THE PRESIDENT	6
REG 1-4 COLLEGE EMERGENCY CLOSINGS	7
REG 1-5 USE OF COLLEGE FACILITIES.....	10
REG 1-6 GRANT PROPOSALS	11
REG 1-7 LINE OF AUTHORITY IN THE ABSENCE OF THE PRESIDENT	12
REG 1-8 ORGANIZATION OF THE PRESIDENT’S CABINET	13
REG 1-9 LEGAL SERVICES	14
REG 1-10 EMERGENCY COLLEGE-WIDE ANNOUNCEMENT	15
REG 1-11 ADVISORY BOARDS	17
REG 1-12 OFFICE MANUALS & OPERATING PROCEDURES	19
REG 1-14 OFFICIAL PUBLICATIONS AND CATALOGS	20
REG 1-15 USE OF COLLEGE TRADEMARK (S).....	22
REG 1-16 WEB CONTENT PAGE MANAGEMENT.....	23
REG 1-17 WEBSITE ACCESSIBILITY	25

Chapter 2.....	27
REG 2-1 PUBLIC SAFETY AND PARKING SERVICES	28
REG 2-2 REQUESTS FOR COMPUTER REPORTS AND INFORMATION	30
REG 2-3 REQUESTS FOR SYSTEMS AND PROGRAMMING CHANGES	31
REG 2-4 USE OF COLLEGE TELEPHONE (S)	33
REG 2-5 PRINT SHOP PROCESSING PRINTED MATTER.....	34
REG 2-6 ASSIGNMENT AND ALLOCATION OF SPACE	35
REG 2-7 BOOKSTORE OPERATIONS	36
REG 2-8 DUPLICATION OF COPYRIGHTED MATERIAL	37
REG 2-9 RECORDS MANAGEMENT	39
REG 2-10 TRANSPORTATION SERVICES	40
REG 2-11 UTILIZATION OF COLLEGE TELEPRODUCTION AND CABLE CASTING FACILITIES	41
REG 2-12 BUILDINGS AND GROUNDS SERVICE.....	42
REG 2-13 UNATTENDED CHILDREN IN COLLEGE BUILDINGS	43
REG 2-14 HEALTH AND SAFETY EMERGENCIES	45
REG 2-15 COLLEGE FILES.....	46
REG 2-16 REPORTING CHILD ABUSE OR NEGLECT	47
REG 2-17 COMPUTER AND E-MAIL USAGE	49
REG 2-18 INTERNET USAGE	53
REG 2-19 OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS	56
REG 2-24 INSTITUTIONAL CODE OF ETHICS & CONDUCT	57
REG 2-25 USE OF ELECTRONIC SIGNATURES	60

Table of Contents

Chapter 3	61
REG 3-1 CONSULTING FEES, HONORARIUMS AND EMPLOYEE	62
REG 3-2 BUDGET REVIEW AND REVISION	64
REG 3-3 TRAVEL, MILEAGE AND OTHER	65
REG 3-4 TUITION AND OTHER PAYMENTS	66
REG 3-5 PURCHASING	68
REG 3-6 FIXED ASSET INVENTORY	69
REG 3-7 BUDGET ANALYSIS	71
REG 3-8 COLLECTION AND DISBURSEMENT OF RESTRICTED FUNDS	72
REG 3-9 AFFILIATION AGREEMENT CONTRACT PROCEDURES	73
REG 3-10 CASH COLLECTIONS	75

Chapter 4	78
REG 4-1 COLLECTIVE BARGAINING AGREEMENTS	79
REG 4-2 EMPLOYMENT OF COLLEGE EMPLOYEES	81
REG 4-3 SEXUAL HARASSMENT	84
REG 4-4 RESERVED	86
REG 4-5 EMPLOYEE COMPLAINTS AND GRIEVANCES	87
REG 4-6 POSITION DESCRIPTIONS	88
REG 4-7 WORKER'S COMPENSATION BENEFITS	90
REG 4-8 EMPLOYEE RECRUITMENT	91
REG 4-9 RESERVED	94
REG 4-10 COMPENSATION ADJUSTMENTS	96
REG 4-11 PERSONNEL EMPLOYMENT ACTIONS	97
REG 4-12 TIME AND ATTENDANCE MANAGEMENT	99
REG 4-13 RESERVED	101
REG 4-14 RESERVED	102
REG 4-15 OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS	103
REG 4-16 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION	105
REG 4-17 DRUG AND ALCOHOL-FREE WORKPLACE POLICY	107
REG 4-18 RELEASE OF PERSONNEL DATA	109
REG 4-19 COLLEGE VOLUNTEERS	110
REG 4-20 EMPLOYMENT OF GRANT FUNDED EMPLOYEES	112
REG 4-21 BACKGROUND CHECKS	114
REG 4-22 RESERVED	117
REG 4-24 RESERVED	118

Table of Contents

Chapter 5	119
REG 5-1 REGISTRATION	120
REG 5-2 ADMISSION TO THE COLLEGE	121
REG 5-3 CROSS-REGISTRATION WITH OTHER PUBLIC INSTITUTIONS.....	123
REG 5-4 CREDIT BY EXAMINATION	125
REG 5-5 RESIDENCE DEFINED	126
REG 5-6 SUBSTANCE ABUSE EDUCATION, PREVENTION AND MANAGEMENT FOR ECC STUDENTS.....	128
REG 5-7 CHILD DEVELOPMENT CENTER PARTICIPATION.....	130
REG 5-8 ACCESS TO STUDENT RECORDS.....	132
REG 5-9 GRADUATION REQUIREMENTS AND PARTICIPATION IN COMMENCEMENT CEREMONIES	137
REG 5-10 AUDITING A COURSE.....	139
REG 5-11 FINANCIAL AID	140
REG 5-12 TUITION WAIVERS.....	141
REG 5-13 RETROACTIVE WITHDRAWAL.....	142
REG 5-14 GRADING POLICY.....	144
REG 5-15 ACADEMIC PROGRESS.....	146
REG 5-16 NO SHOW REPORTING	148
REG 5-17 STUDENT JUDICIAL AFFAIRS.....	149
REG 5-18 TRANSFER OF CREDIT AND EVALUATION.....	150
REG 5-19 STUDENT RECORD MANAGEMENT SYSTEMS.....	152
REG 5-20 AWARDING OF ADDITIONAL DEGREES	153
REG 5-21 REGISTRATION CHANGES.....	154
REG 5-22 DISABILITY-SUPPORT SERVICES FOR STUDENTS	155
REG 5-23 ANTI-HARASSMENT POLICY	157
REG 5-24 AWARDING OF POSTHUMOUS DEGREES AND DECEASED STUDENTS RECORD REQUESTS	158

Essex County College College Regulations

Chapter 1

Essex County College College Regulation

REG 1-1 DEVELOPMENT OF BOARD POLICIES

Purpose:

To achieve uniformity in the formulation of Board Policies.

Application:

1. Definition of a Board Policy
 - (a) Board Policy represents “legislative policy” as expressed in the official minutes of the Board of Trustees in the form of broad authorization or prohibition.
 - (b) A Board Policy is a memorialized statement by the Board of Trustees regarding the delegation to the President of broad authority to take discretionary action in a specific area.
 - (c) A Board Policy typically concerns itself with general outlines of guidance, which transcend time or personality; hence, they change rarely.
2. Any Board Policy, which incorporates the word “shall”, will have mandatory and binding effect.
3. A Board Policy shall have the format shown below:

BP# TITLE OF POLICY

REFERENCE:

POLICY:

Approved: Mo/Dt/Yr

Revised:
4. When codified as part of the Board Manual, a code number will be assigned and appropriate distribution will be made.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 1-2 DEVELOPMENT OF COLLEGE REGULATIONS

Purpose:

To exercise the authority vested in the College pursuant to N.J.S.A. 18A: 64A-1 et seq and N.J.A.C. Title 9A; and to achieve uniformity in the formulation, development, approval and distribution of College Regulations.

Definition(s):

A College Regulation is an "administrative directive" which grants authority delegated by the President for the day-to-day operations of the College.

Application:

1. A College Regulation shall be approved by the President, following review and recommendation by the Cabinet.
2. A College Regulation shall be binding on all College students, employees, agents, affiliates, consultants, independent contractors, and third-party contractors/vendors.
3. A College Regulation shall have the format shown below:

ESSEX COUNTY COLLEGE:

COLLEGE REGULATION:

REG# TITLE OF REGULATION:

PURPOSE:

DEFINITION:

APPLICATION:

Responsible Official(s)

Reference(s)

Regulation History

- (a) ANNOUNCEMENT/COMMENT PERIOD: After initial Cabinet presentation, review, and agreement to move forward for public comments, the proposed Regulation will be shared via-electronic means to the college community by the Office of Marketing and Communications.

The college community shall have seven (7) calendar days to submit comments to the proposed Regulation. Comments shall be submitted during the seven (7) calendar day period to the Office of Compliance and Equity at compliance@essex.edu in order to be reviewed and considered by Cabinet.

- (b) APPROVAL: At a Cabinet meeting following the close of the comment period, the Cabinet shall review the Regulation for final approval. Except for the Regulation passed on an emergency basis, the Regulation shall become effective upon the Cabinet's final approval, unless substantial comment necessitates further consideration. Substantial changes to the Regulation will follow the same process outlined in Section (a) above.
- (c) DISTRIBUTION/EFFECTIVE DATE. The approved Regulation will be uploaded on the College's website, and distributed to all Area Heads for dissemination to the Offices and employees under their purview.
- (d) REVISION/AMENDMENT:. The process for revision or amendment of a College Regulation is the same as that for initial approval.
- (e) REGULATION HISTORY: Will state any revisions and the approved date of the regulation.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17, 10/23	Attachment(s):

Essex County College

College Regulation

REG 1-3 ITEMS REQUIRING ACTION BY THE PRESIDENT

Purpose:

To assure consistency and legality of all actions and commitments by the College.

Application:

1. The President, as Chief Executive Officer of the College, is responsible for its day-to-day operations under the policies set forth by the Board of Trustees.
2. Any functions delegated to an Area Head shall be submitted to the President in the form of a recommendation. The President retains authority for final disposition of all delegated matters.
3. No action or commitment binding upon the College shall be undertaken prior to the approval, consent and/or action of the President.

Responsible Official(s):	Reference(s): N.J.S.A. 18A: 64A-12(o)
Regulation History: App. 9/92, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 1-4 COLLEGE EMERGENCY CLOSURES

Purpose:

To provide specific procedures (procedural plan) in the event that the College must close for inclement weather, physical plant, natural disaster, public emergency, or long-term emergency

Plan:

1. For the purpose of this regulation, employees shall fall into the following categories:
 - (a) Faculty – Those employees performing only teaching duties for the College with no administrative or supervisory responsibilities; also, those employees designated as librarians or counselors with no administrative or supervisory responsibilities.
 - (b) Administration – Those employees specifically designated as “administrators” and those employees with academic rank who have administrative or supervisory responsibilities.
 - (c) Regular Staff – All other employees, with the exception of those who have duties considered essential to the maintenance and operation, of the College facility as defined below.
 - (d) Essential Staff – The following employees are considered as having essential duties for the security and maintenance of the physical plant and its operation:
 - i. Security Guards
 - ii. Police Officers
 - iii. Facilities Management Staff
 - iv. Information Technology
2. Essential staff are required to work unless and until specifically released by their supervisors and may be required to report to work during an official College closing.
3. Announcements: During Hours College is Open – Announcement will be made via the public address system according to prescribed procedure. The College may stipulate departure times for employees in order to permit effective evacuation of parking lots and to provide office coverage for as long as possible.
4. Announcements: During Hours College is Closed (Early Mornings and Weekends) – Announcements will be made via radio and television, posted on the college website and emergency alert system, as well as the college portal.
5. The Office of the President will be responsible for establishing when there will be an emergency closure at the College and will be responsible for initiating the necessary communication concerning this closure.
6. In “personal threat” situations (fire, bomb threat, explosion, shooter, etc.), it is very important for all employees to follow basic safety guidelines, helping students to do the same. In such instances, the following should be observed:

- (a) **BUILDING EVACUATION/FIRE:** Take alarms seriously. Follow fire marshal's/floor captain's directions. Never take an elevator. Walk, do not run. Exit building in an orderly manner.
- (b) **BOMB THREAT:** If you receive a bomb threat, contact ECC Public Safety Department. Await instructions from ECC Public Safety officers. Be prepared to evacuate the building.
- (c) **EXPLOSION:** Follow instructions from ECC Public Safety or your fire marshal/floor captain. If you are near the explosion, move to a safer part of the building and be prepared to evacuate the building. If trapped, call ECC Public Safety and keep knocking on walls, pipes, etc., until rescuers appear.
- (d) **ACTIVE SHOOTER:** Call ECC Public Safety. If shooter is in room, raise chair/desk (if possible) against him for protection. If you are safe, help any injured; apply pressure to and elevate victim's wounds and assist in keeping him or her quiet.
- (e) **TERRORIST ATTACK:** If an attack occurs nearby but outside the building, do not immediately exit the building. Move to interior rooms away from doors. If the attack is within the building in which you are located, move to a safe area or exit the building as per orders by ECC Public Safety.

7. Long-term emergency: A long-term emergency is an emergency resulting from a pandemic, natural or other disasters, that substantially disrupts the learning or working environment or operations of the college, and/or the college system, and whose impact causes an emergency closure or transition to remote operations that is expected to last seven days or more. The President may declare a long-term emergency closure in accordance with this policy.

8. In the event of a long-term emergency caused by a public health and/or pandemic level infectious or communicable disease, the actions that may be taken by the President to prevent the spread of infectious or communicable disease include but are not limited to:

- a. Modify campus-based instruction and/or College services to other delivery systems such as online/remote.
- b. Limit or prohibit employee travel and/or student field trips/site visits.
- c. Close or limit access to certain College buildings or programs temporarily.
- d. Prohibit those infected with an infectious or communicable disease from coming onto the College's campuses or attending ECC sponsored functions or programs.
- e. Implement temporary safety requirements for all employees and staff which will terminate at the end of the long-term emergency.
- f. Control entry to campus facilities and screen visitors and community members for relevant symptoms and/or exposure.
- g. Close the College temporarily.

Responsible Official(s): The President

Reference(s): *N.J.S.A. 18A: 64A-12(o)*

Regulation History: App. 9/92, Rev. 10/01, 7/11, 3/17, 01/22	Attachment(s):
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Essex County College College Regulation

REG 1-5 USE OF COLLEGE FACILITIES

Purpose:

To outline the procedures required by the College for use of its facilities by the community for educational, civic, cultural and recreational purposes.

Implementation:

1. Must be an incorporated organization with a Tax Identification Number (TIN) or 501(3)(c) tax-exempt status.
2. Proof of insurance in amount sufficient to cover any and all liabilities that may arise from the event.
3. The College reserves the right to accept or reject any request for use of facilities and to impose additional requirements after reviewing the request.

Rules Governing Use:

- (a) Charges for use of facilities will be accessed according to a schedule approved by the President and available on request from the Office of Auxiliary Services. Charges include rental fee plus usage, operating and personnel costs.
- (b) Usage, operating and personnel costs to the College will be determined by the Office of Auxiliary Services based on the following:
 - i. General operating costs of the facility
 - ii. Personnel required as determined by the College
 - iii. A minimum of four (4) hours where overtime is involved and for each ½ hour period beyond four (4) hours
 - iv. Extra custodial hours used for preparation and cleanup.
 - v. Any other costs incurred by the College as a result of the organization's use of the facility
- (c) No department or division of the College may co-sponsor an event to benefit a non-college entity without express written consent of the Area Head and the Office of Auxiliary Services.
- (d) No department or division of the College shall negotiate or bind the institution to lease space without the written consent of the Area Head and the Office of Auxiliary Services, and approval of all contractual obligations by the General Counsel and the Office of the President.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 10/92, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 1-6 GRANT PROPOSALS

Purpose:

To assure timely and appropriate submission of grant proposals beneficial to the College, and that such grant proposals are consistent with the educational mission and aligned with college goals and strategic priorities.

Application:

1. In collaboration with the Area Heads, the Office of Grants will oversee the provision of an array of support services and technical assistance to individuals preparing grant proposals. The goal is to maximize the receipt of grant funds to the College to support, expand and/or modify existing programs and to initiate new efforts.
2. College personnel are required to adhere to the appropriate steps, timelines, deadlines and procedures outlined in the College grant process.
3. The Cabinet shall assess the fiscal impact of all grants prior to submission.

Responsible Official(s):	Reference(s): N.J.S.A. 18A: 64A-12(b)
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 1-7 LINE OF AUTHORITY IN THE ABSENCE OF THE PRESIDENT

Purpose:

To provide for continuity in administration by establishing a line of authority in the absence of the President.

Application:

In the absence of the President, responsibility for administration shall be vested in such designee as selected by the President:

Office of the Vice President for Academic Affairs
Office of the Vice President for Administration

Responsible Official(s):	Reference(s): N.J.S.A. 18A: 64A-12(o)
Regulation History: App. 10/92 Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 1-8 ORGANIZATION OF THE PRESIDENT'S CABINET

Purpose:

It is essential to facilitate constructive interface between the President and (integral) members of the College community, this Regulation sets forth the framework and functions of the President's Cabinet.

Application:

1. The President will be chair of the Cabinet.
2. The membership of the Cabinet shall be determined by the President.

Responsible Official(s):	Reference:
Regulation History: 10/92, 7/11	Attachment(s):

Essex County College College Regulation

REG 1-9 LEGAL SERVICES

Purpose:

To establish the manner and procedures by which legal matters may be reviewed by General Counsel.

Plan:

1. All requests for legal review of pending or other legal matters shall be made through General Counsel.
2. Any employee who is contacted by any individual, attorney, agency or court regarding a present or prospective legal matter involving the College shall immediately notify their appropriate Area Head and the Office of General Counsel.
4. The Office of General Counsel shall facilitate contact with Board, Labor, or Special Counsel on all College matters.
5. Under no circumstances is any employee to respond to a College related legal inquiry or subpoena without authorization from the Office of General Counsel and the President.

Responsible Official(s):	Reference(s): <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 11/92, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 1-10 EMERGENCY COLLEGE-WIDE ANNOUNCEMENT

Purpose:

To set forth the process by which the public address system and electronic emergency alert system will be used for College-wide announcements.

Application:

1. The College-wide public address system is to be used primarily for emergency announcements only.
2. Its use shall include communicating safety precautions to the College community, announcements on closings, and such other announcements that the College, in its discretion, deems necessary to communicate.
3. The Director of the Department of Public Safety is empowered to authorize special announcements for emergent situations occurring on campus.
4. All requests to use the Public Address System to locate individuals due to emergency will be referred as follows:
 - a. At the Main Newark Campus:
Monday-Friday, 8:30 a.m. to 5:00 p.m.
Office of the Dean of Student Affairs

Monday-Friday, 5:00 p.m. to 10:00 p.m.
Saturday, 9:00 a.m. to 4:00 p.m.
Office of Evening and Weekend Services
 - b. At the West Essex Campus
Monday-Friday, 8:30 a.m. to 10:00 p.m.
Saturday, 9:00 a.m. to 4:00 p.m.
Office of Academic Affairs
 - c. At the Public Safety Academy
Monday-Friday, 8:30 a.m. to 5:00 p.m.
Office of Community
and Continuing Education.
 - d. At all other times contact the Department of
Public Safety.

All non-emergent requests to use the Public Address System shall be referred to the Dean of Student Affairs for determination.

Responsible Official(s):	Reference(s): N.J.S.A. 18A: 64S-12(o)
Regulation History: App. 11/92, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 1-11 ADVISORY BOARDS

Purpose:

To provide authority for the establishment of Advisory Committees to give advice to both academic and non-academic College programs, and to specify the composition and other requirements for such committees.

Application:

1. Need – An Advisory Board will be established:
 - (a) For each A.A.S. or Academic Certificate program and for each A.A. or A.S. program where the Division Chairperson, after consultation with the discipline faculty, determines that the need for an Advisory Board exists.
 - (b) For each program where one is mandated by law, grant, or by terms of a particular licensure agreement.
 - (c) Whenever directed by the President, or appropriate Dean.
2. Term of Appointment – Appointment to an Advisory Board shall be for a two-year term.
3. Advisory Board Composition – No less than three (3) members.
4. Advisory Board Operation
 - (a) Each Advisory Board shall develop bylaws for its operation. These by-laws shall be approved by the President or designee, as appropriate.
 - (b) Advisory Board meetings shall be held annually, at a minimum. Frequency of meetings beyond this shall be determined by programmatic needs. Meetings may be called by the Sponsoring Administrator or by the Chairperson of the Advisory Board.
 - (c) Minutes shall be recorded at each Advisory Board Meeting. Sponsoring Administrators will be responsible for the maintenance of such minutes and for forwarding a copy to the President, immediately after each meeting.
5. After an Advisory Board has been approved by the Board of Trustees, the secretary to the Board of Trustees shall place the name of the Advisory Board and the name of the College Liaison on a roster of Advisory Boards.

Responsible Official(s):	Reference: <i>N.J.A.C. 9:4-2.6(b)</i>
Regulation History: App. 11/92, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 1-12 OFFICE MANUALS & OPERATING PROCEDURES

Purpose:

To delegate authority for the preparation, distribution and use of departmental or area level office manuals and operating procedures.

Application:

1. Each Area Head may authorize and oversee the establishment and issuance of operating procedures and manuals (handbooks, etc.), for the use by offices in that area, and persons having business with those offices. Such procedures shall not conflict with any Regulation manual policy or statutes, or operating procedures. Each Area Head is required to conduct a yearly review and update of operating procedures that govern the activities of a particular department or area.
2. Board Policies and College Regulations shall supersede the content of any manual or operating procedure. The Area Head shall be responsible for updating and ensuring the accuracy and validity of all manuals or procedures drafted by subordinate offices.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 11/92, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 1-14 OFFICIAL PUBLICATIONS AND CATALOGS

Purpose:

To ensure the accuracy, integrity, and consistency of all official print and electronic publications, including the Essex County College Catalog.

Application:

A. General Publications

As a medium through which an institution conveys its mission, character, goals and objectives, official publications reflect the institution's integrity, commitment, and reputation. Consequently, all information released by the institution shall be true and accurate.

B. Official Catalog

In particular, Essex County College's official catalog sets forth the responsibilities of both the student and the institution. As the nature of these responsibilities is subject to frequent change, official catalogs shall be printed or electronically updated at intervals sufficient to ensure currency of information and in quantities sufficient to supply interested persons.

Official catalogs shall include at least the following information:

1. A statement of institutional mission;
2. Statements of institutional and programmatic accreditation;
3. Lists of faculty and administrative officers, including their earned degrees;
4. Complete curricular information; including course descriptions and the grading system;
5. Requirements for admissions, transfer, and graduation;
6. Policies for awarding degree credit and policies on academic progress, academic standing, and withdrawal;
7. Descriptions of facilities and of available student support services;
8. Students' cost, as well as refund and financial aid policies;
9. An academic calendar;
10. A list of members of the Board of Trustees; and
11. A description of rules and regulations regarding students if not described in other publications available to students.

Essex County College shall file annually with the Commission on Higher Education a copy of its official catalog(s) either via paper copy of its catalog(s), an electronic copy or an accurate web address for access to the catalog.

Responsible Official(s):	Reference(s): N.J.A.C. 9A: 1-1.12
Regulation History: App. 3/11 Rev. 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 1-15 USE OF COLLEGE TRADEMARK (S)

Purpose:

To comply with and assure protection under federal trademark law (15 U.S.C. 1051 et seq.).

Definition(s):

Trademark: The term as used in this policy includes any service mark, logo, insignia, seal, crest, design, symbol or any combination of these.

Application:

Essex County College asserts ownership over its name and any other mark, logo, insignia, seal, crest, design, symbol or any combination of these that have come to be associated with the College.

Faculty, staff and students are required to seek advice and consent from the Office of the General Counsel when the use of a college trademark is questionable.

Responsible Official(s):	Reference: 15 U.S.C. 1051 et seq.
Regulation History: App. 03/11 Rev. 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 1-16 WEB CONTENT PAGE MANAGEMENT

Purpose:

To establish guidelines and procedures with respect to the development and operations of the College's official website (essex.edu) and web portal technologies maintained by the Information Technology Department (IT).

Definition(s):

Area/Divisional Content Representatives (CR): Individuals appointed by the academic division and administrative departments who are responsible for the timely updates, removal of outdated material, and accuracy of web content pertaining to their area.

College Content Manager (CCM): Final approval of all ECC official pages, with respect to editorial determinations, and consistency in style, format, and delivery, resides with the College Content Manager in the IT.

Application:

1. The development and operations of the official Essex County College website, or "College website" and web portal technologies is ultimately the responsibility of the IT.
2. All content on the College website and web portals must be consistent with the College's mission, values, standards, policies and branding of the College.
3. All institutional web pages that represent Essex County College, a College area, division or department must be developed and maintained by the IT.
4. Each Area Head shall designate at least one Content Representative (CR) for his/her area/division. The area/divisional CR is required to review his/her area/divisional web pages, at a minimum, once a month.
5. The role of the CR is to maintain, review and gather new information that should be posted to the area/divisional web pages. The CR makes recommendations for changes/additions to modify the content to his/her Area Head who approves the content. Only approved content will be posted.
6. A list of Content Representatives will be maintained in the IT. Questions about content from IT will be directed to the designated Content Representative.
7. Postings to the Web must reflect accurate, truthful information. No changes to courses, pre-requisites, degrees, etc. are allowed unless they have received appropriate academic approval.
8. News should be monitored and a reasonable time line should be established for maintaining content as "news." As a guideline, "news" items should be related to the current semester, unless in rare circumstances, a "news" item will remain relevant for a full academic year. No notice of events should be posted once the event has occurred.
9. The College Content Manager (CCM) is responsible for reviewing and posting the site updates as requested by Area Heads in a timely manner. When possible, content updates should be submitted to the CCM at least (7) days in advance of the required posting, although shorter turn-around times may be available depending on resource availability.
10. Only College sanctioned student organizations may provide content for their organizational Web pages on the College Web server through a CR as designated by the

	Office of the Dean of Student Services.
11.	IT reserves the right to remove (without prior notice) any content from its servers deemed inappropriate or obscene material, copyrighted material, or material that misrepresents the College and/or its constituents. The removal of content may be appealed to IT.
12.	IT is responsible for the overall architecture & functionality of the College site and web portals, compliance with content update guidelines & procedures as outlined in this regulation, and general adherence to the College brand.

Responsible Official(s):	Reference:
Regulation History: App. 12/11 Rev. 3/17	Attachment(s):

Essex County College

College Regulation

REG 1-17 WEBSITE ACCESSIBILITY

Purpose:

To establish a uniform and accessible system of communication at the College with its current and prospective students, faculty, staff, and the public. The College's website serves as a critical communication and business tool for its consumers. As an open-access public institution of higher education, the College is responsible for the application of accessible electronic information. The College is committed to providing its users a website that is accessible to the widest possible audience, regardless of technology or ability.

Definition(s):

Essex County College Website: For purposes of this regulation, the website is the main source of College information communicated electronically to the College community and public. Information about all areas of the College can be accessed through the Essex County College website - www.essex.edu, and it provides pathways to additional resources used by students, faculty, and staff.

Web Content Accessibility Guidelines: For purposes of this regulation, Web Content Accessibility Guidelines ("WCAG") provide accessibility standards that are commonly recognized by governments and organizations around the world. The WCAG standards have numbered versions (or updates), and 12-13 guidelines. For each guideline there are testable success criteria at three levels: A, AA, and AAA. WCAG standards explain how to make web content more accessible to people with disabilities. The College uses WCAG guidelines to measure and apply the College's accessibility standard.

Application:

The College aims to comply with all applicable state and federal laws, College regulations, and WCAG, at 2.0 accessibility standards up to level AA. This ensures that the Essex County College website is accessible to individuals with disabilities so that each member of the College community benefits from equal access to the Colleges programs, activities, and services.

The website may link to, or interface with, third party websites that are not controlled by the College. These third-party vendors may not have undertaken the efforts that the College has to ensure compliance with WCAG-2.0 AA standards.

As the law and accessibility standards continue to change, the College endeavors to deliver the most up-to-date content online, and the College's commitment to improve online accessibility are ongoing. Any accessibility issues may be reported to webmaster@essex.edu.

Responsible Official(s): Office of Marketing and Communications, Office of Information Technology	Reference(s):
Regulation History: 6/23	Attachment(s):

Essex County College College Regulations

Chapter 2

Essex County College College Regulation

REG 2-1 PUBLIC SAFETY AND PARKING SERVICES

Purpose:

To establish guidelines for employee and student use of the Essex County College parking facilities on a "first-come, first-served" basis and to establish a mechanism for the efficient operation and management of such facilities.

Application:

1. All employee and student vehicles eligible to use campus parking facilities shall be registered with the Department of Public Safety. All vehicles must display a properly mounted and valid registration decal.
 - (a) All persons must complete the application and substantiate proof of ownership and insurance coverage. Ownership is defined as a vehicle registered to either the person or to his/her spouse or member of his/her immediate family.
 - (b) If a vehicle is leased, the employee must provide proof of lease.
 - (c) A parking decal is then issued which must be affixed as directed.
 - (d) Parking decals will be assigned different colors for each of the following: (a) Faculty, (b) Professionals, Security, Office Workers and Physical Plant Personnel, (c) Administrative Personnel, Trustees, and others designated by the President (d) Students, Adjunct Faculty and Part-time Employees. Colors and change schedules will be determined by the Public Safety Department.
 - (e) In cases of emergency where an alternate unregistered vehicle is used, prior approval must be obtained from the Department of Public Safety or as specified at the time of application.
2. Essex County College shall not be liable under any circumstances for damage to vehicles or loss of any personal property.
3. The person in whose name a vehicle is registered shall be held responsible for any violations involving said vehicle regardless of who is or was operating the vehicle at the time of the violation.
4. Unregistered vehicles or vehicles parked in unauthorized locations may be towed from the College property at the owner's expense in addition to any penalty for any citations issued.
5. Applications for present and future parking privileges shall not be considered until all outstanding parking violation penalties are satisfied.

Responsible Official(s):

Reference: N.J.S.A. 18A: 64A-12(o)

Regulation History: App. 12/92, Rev. 10/01, 7/11, 3/17	Attachment(s):
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Essex County College College Regulation

REG 2-2 REQUESTS FOR COMPUTER REPORTS AND INFORMATION

Purpose:

To establish guidelines designed to protect the confidentiality and integrity of College data, and ensure that all requests for any manifestation of computer data is properly authorized by the Data Owner of that system and/or database.

Definition(s):

Data Owner: Data owners shall be designated for every system in the College. The Data Owner's primary responsibilities shall be to authorize access and deny access to certain systems and data. The Data Owner is also responsible for data accuracy, integrity, and timeliness. The list of Data Owners may be reviewed and amended at least once every year or as needed.

Data Custodian: Data Custodian oversees the safe transport and storage of data, and is primarily responsible for the safekeeping and ongoing operation of College systems. In most cases, the Data Custodian shall be the Information Technology Department (IT).

Application:

1. Based on the direction of the Data Owner, individual users shall be granted access, by the Data Custodian, to specific systems and databases. The Data Custodian shall also be responsible for implementing requests for computer data as per the procedures outlined in this Regulation. It is the responsibility of the Data Owner to ensure data is accurate. To maintain data integrity, the Data Custodian will not make any direct changes to data in systems or databases. The Data Owner must make changes using the system or database user interface.
2. Scheduled 'Production' reports and data downloads shall be produced and controlled by the Data Custodian. They will be delivered only to those individuals authorized by the data owner of that system and/or database.
3. Unscheduled 'ad-hoc' reports or download requests shall be authorized by the appropriate Data Owner. All efforts should be made by the requestor to submit special requests to the Data Custodian with enough lead-time for incorporation into the normal monthly production schedule.

Responsible Official(s):	Reference:
Regulation History: App. 8/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 2-3 REQUESTS FOR SYSTEMS AND PROGRAMMING CHANGES

Purpose:

To outline the process for submission and approval of requests for systems and programming changes.

Definition(s):

Data Owner: Data owners shall be designated for every system in the College. The Data Owner's primary responsibilities shall be to authorize access and deny access to certain systems and data. The Data Owner is also responsible for data accuracy, integrity, and timeliness. The list of Data Owners may be reviewed and amended at least once every year or as needed.

Data Custodian: Data Custodian oversees the safe transport and storage of data, and is primarily responsible for the safekeeping and ongoing operation of College systems. In most cases, the Data Custodian shall be the Information Technology Department (IT).

Application:

1. All requests for systems and programming changes are to be authorized by the Data Owner of the target system and/or database and coordinated by the Data Custodian to ensure that the needs of and objectives of the College are fully served.
2. Data Owners shall be designated for every system in the College. The Data Owner's primary responsibilities shall be to authorize access to their systems and data; and to authorize changes to their systems.
3. Data Custodian, in most cases, shall be the Information Technology Department (IT) area and shall be primarily responsible for the safekeeping and ongoing operation of College systems and data. Based on the direction of the Data Owner, individual users may be granted access, by the Data Custodian, to specific systems and databases. The Data Custodian shall also be responsible for implementing changes to target systems as per the procedures outlined in this Regulation.
4. System changes refer to enhancements or improvements to existing production systems and databases. These changes will be categorized as either major or minor projects. Major projects are defined as those that exceed either one or both of the following thresholds:
 - (a) Design and development to exceed 20 working days for one person (i.e., 1 Person-Month)
 - (b) Project costs (including pro-rated salaries, outside consulting expenses, software, hardware, and communications costs, etc.) in excess of \$10,000.All projects which do not exceed either of the thresholds above shall be categorized as a minor project. Third-party system (acquired through a vendor) changes will be limited to upgrades and patches only.
5. A College-wide technology committee shall be responsible for reviewing major projects to ensure that they support the goals and objectives of the College. Project requestors may present the costs and benefits of major projects and the committee shall decide whether to recommend the project to the Cabinet for approval. Membership, frequency of meetings, and other committee specifics shall be documented in a separate procedure. All hardware and software purchase must be approved by the IT.
6. Prior to purchasing new large systems, the following requirements must be met:
 - a. An analysis of existing Enterprise Resource Planning (ERP) modules is conducted to determine that the ERP does not meet the functionality need provided by the new large system.
 - b. The new systems must be in compliance with the IT environment and standards;
 - c. IT must review and approve the integration process of the new system with the existing ERP system;
 - d. IT must review, validate, and approve the system interface.

7. All requests will be processed as follows:

- (a) All requests must be authorized by both the Area Head of the requesting department and by the Data Owner of the target system and/or database.
- (c) The Data Custodian will assist the requestor in forecasting the development effort and project costs and will categorize the request as either a major project or a minor project based on the threshold criteria above.
- (d) All minor projects will be scheduled at the discretion of the requestor and the Data Custodian.
- (e) An appropriate ad-hoc Technology Committee will convene, and review major projects to ensure that they support the needs and objectives of the College. The requestor, with the assistance of the Data Custodian, will perform a cost/benefit analysis for all major projects. Major projects will then be presented to a Technology Committee for consideration, setting of priorities, and recommendation to the Cabinet for approval.
- (e) Once approved, major projects will be scheduled and coordinated by the Data Custodian. For timely closing of the project, Data Owners must meet the deadlines set forth by the Data Custodian.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 8/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 2-4 USE OF COLLEGE TELEPHONE (S)

Purpose:

To establish guidelines to ensure appropriate use of the College telephone system.

Application:

1. An effective communications system and the appropriate utilization of that system is essential to conduct the business of the College.
2. The Information Technology Department (IT) shall investigate excessive and/or unauthorized use of the College telephone system for non-job related calls. This conduct is subject to discipline up to and including termination. Additionally, the IT shall notify via a monthly statement, the cost of excessive and unauthorized telephone usage. Once notified, any and all amounts due and owing must be paid within fifteen (15) days.
3. Phone assignment/distribution and restrictions are based on hardware function and employee need. Reassignment or relocation of telephones must be approved only by the Area Head and by IT.

Responsible Official(s):	Reference: N.J.S.A. 18A: 64A-12(o)
Regulation History: App. 12/92 Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 2-5 PRINT SHOP PROCESSING/PRINTED MATTER

Purpose:

To establish guidelines to maintain efficient and effective College printing operations.

Application:

1. The Print Shop is under the supervision of the Director of Auxiliary Services.
2. Print Shop requisitions must be completed in full and authorized by department heads before the Print Shop will perform any printing request. Each requisition must show a budget account number. Any printed matter intended for public distribution or use outside a single department, must bear the personal approval of the Area Head.
3. No purchase requisitions for printed matter will be accepted by the Purchasing Department for processing without authorization by the Director of Auxiliary Services in order to provide for internal cost estimates.
4. Requisition forms, together with material to be reproduced, must be submitted in person to the Print Shop. When job is completed, the Print Shop will notify the originator or department.

Responsible Official(s):	Reference:
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 2-6 ASSIGNMENT AND ALLOCATION OF SPACE

Purpose: To facilitate uniform and efficient space allocation protocols.

Application:

1. All space owned or leased by the College is considered institutional space. As such, no one area, division or department can consider space as being in its sole possession. Assignment and allocation of non-instructional space shall be made by the President's Office upon recommendation by the Space Allocation Committee, and for instructional space the recommendation to the President shall come from the Academic Deans.
2. There shall be a Space Allocation Committee which shall include broad based institutional representation.
3. The Space Allocation Committee shall receive requests for the assignment of instructional space only from the appropriate Academic Dean. The Dean shall receive all requests from subordinate departments and shall forward to the Committee those which merit approval.
4. The decision by the President's Office on the assignment of space shall be communicated to the Space Allocation Committee.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 1/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 2-7 BOOKSTORE OPERATIONS

Purpose:

To establish guidelines providing members of the Essex County College community (students, faculty and staff) an opportunity to purchase books and supplies at the College Bookstore.

Application:

1. The Director of the Bookstore is charged with the responsibility of procuring the necessary educational materials as prescribed by the Academic Deans through their delegated staff, and establishing procedures for proper Bookstore operations.
2. All materials shall be available on a timely basis and shall be sold at an amount not to exceed the manufacturers or publisher's suggested retail price. However, a 15% discount shall be given to full-time employees.
3. The Director of the Bookstore shall also maintain sufficient inventory of non-instructional material that shall complement the other materials in offering an array of merchandise comparable with other college and university bookstores.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 2-8 DUPLICATION OF COPYRIGHTED MATERIAL

Purpose:

To establish guidelines to ensure that the College is in compliance with federal copyright laws and the licensing agreements governing the use of copyrighted computer software.

Definition(s):**Application:**

1. Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship" including literary dramatic, musical, artistic and certain other intellectual works. This protection is available to both published and unpublished works. The copyright act generally gives the owner of the copyright the exclusive right to do and to authorize others to reproduce copyrighted work or prepare derivative works. It is illegal for anyone to violate any of the rights provided by the Act to the owner of the copyright.
2. The responsibility for securing written authorization for reproduction of copyrighted works or the preparation of derivative works is the obligation of the individual requesting duplication production. Compliance with software usage license agreements is the responsibility of the individual in single station usage, or the appropriate administrator for office wide or laboratory usage of computer software.
4. The responsibility for securing copyright owner permission applies equally to materials duplicated on self-use equipment made available by the College and to service facilities of Auxiliary Services, Learning Resources, and Media Production and Technology or on computers owned by the College. A copyright warning will be displayed near each self-use device. The College shall be required to maintain software license agreements for all software in use.
5. Where reproduction services are provided by the College, such services shall be provided only if:
 - (a) The individual making the request has secured the permission of the copyright owner and presents a copy of such permission attached to the service request, or
 - (b) The requestor certifies in writing on the appropriate request form that he or she has secured the permission of the copyright owner, or
 - (c) The requestor certifies that his/her use/reproduction of the copyrighted material falls within the specified exemptions from copyright liability within the prevailing Copyright Statutes, and the requestor assumes personal, legal and financial responsibility for any copyright infringement which may result from his/her use/reproduction, whether innocent or intentional, thus holding the College harmless for any of its acts in compliance with the request.
6. All requests for reproduction of copyrighted materials shall be made personally by the individual requesting the service and must be approved in writing by the requestor's department administrative head.

Responsible Official(s):	Reference: <i>17 U.S.C. 101 et seq.</i>
Regulation History: App. 11/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 2-9 RECORDS MANAGEMENT

Purpose:

To establish guidelines designed for formulating strategies that advance efficient document management practices.

Application:

1. The preparation of records for storage is the responsibility of the originating department. All material should be adequately titled and logged in the sequence desired and presented for digital imaging according to a pre-arranged schedule.
2. It is the responsibility of the user department to consult with Records Management prior to sending records to the Record Management area in order to determine the appropriate disposition of such documents. General Counsel is responsible for providing legal advice on recordkeeping requirements and for issuing and monitoring a Records Preservation/Hold Order where there is reasonable anticipation of litigation, government investigation, or audit.
3. The user department is responsible for taking all source documents to the department responsible for converting hard copy files into digital format.
4. All files must be in order by year, date, or alphabetically.
5. After source documents are scanned and verified, the disposition of documents will be determined by the Records Retention and Disposition Schedule.
6. The owner has access to their digitally imaged source documents from a desktop application system.
7. The originating department should keep a record of every file that is digitally imaged, or in any other appropriate technology format as a cross reference.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 11/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 2-10 TRANSPORTATION SERVICES

Purpose:

To establish standards for the transport of goods, materials, and in special cases, a driver and/or a College vehicle to facilitate the transportation of authorized College personnel, students or other designated individuals involved in College programs, services and events.

Application:

1. Transportation Service is under the purview of the Director of Facilities Management or designee. All College vehicles, except that assigned to the President, are for College use only, unless otherwise directed by the President or designee.
2. Transportation Service will provide reasonable service to the College community for both students and employees engaged in authorized College business.
3. Transportation Service will provide three major services:
 - (a) A driver to transport goods and/or people;
 - (b) A College vehicle for employees engaged in authorized College business, who possess the proper licenses; and
 - (c) Emergency services.
4. A written record of all requests and vehicle usage, excluding the President's vehicle and police vehicles, shall be maintained by the Facilities Management Department.
5. All requests for Transportation Service, excluding emergencies, must be received one week before date of use and must be approved by the appropriate Department Head and in writing.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 3/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 2-11 UTILIZATION OF COLLEGE TELEPRODUCTION AND CABLE CASTING FACILITIES

Purpose:

To delineate College standards and procedures for the operation of the teleproduction and cable casting facilities.

Application:

1. The Media Production and Technology (MPT) Director will ensure that all facility and cable channel users adhere to applicable College rules, regulations, and all industry guidelines.
2. All users of the College teleproduction and cable casting facilities must enter into and endorse the Essex County College cablecast agreement and the College's teleproduction facility and cable rules.
3. Essex County College in conjunction with its Media Production and Technology Department reserves the right to select teleproduction projects and programming which are consistent with the mission of the College.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 3/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 2-12 BUILDINGS AND GROUNDS SERVICE

Purpose:

To establish protocols which advance the College's interest in facilitating effective building and grounds maintenance.

Application:

1. Request for service will be made as follows:

- (a) All emergency requests for Buildings and Grounds services should be reported immediately to the Facilities Management Department.
- (b) All requests for structural changes shall be made to the Space Allocation Committee for presentation to the Cabinet.
- (c) A three (3) day lead period is needed for all services to be done.
- (d) A written reply from an appropriate representative of Facilities Management will be submitted to the originating department within forty-eight (48) hours.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 3/93, Rev. 10/01, 7/11, 3/17.	Attachment(s):

Essex County College College Regulation

REG 2-13 UNATTENDED CHILDREN IN COLLEGE BUILDINGS

Purpose: To establish guidelines ensuring the safety of children brought on campus.

Application:

1. Students:

- (a) Students are prohibited from bringing children to class or to the College and leaving them unattended.
- (b) The failure to adhere to this policy may result in referring the matter to the Student Judiciary Committee for action up to and including suspension.

2. Employees:

- (a) Employees are prohibited from bringing children to the College during scheduled work hours.
- (b) College work-study students are subject to the same restrictions as other employees for the purposes of this regulation.
- (c) At no time are children to be left unattended.
- (d) Employees who bring children to work may be directed to leave work, without pay, to attend to their children.
- (e) Continued violations of this Regulation by employees or College work-study students may subject the employee to more severe disciplinary action, including suspension or dismissal.

3. Exceptions

Children in College sponsored or co-sponsored programs or activities are exempted from this regulation, providing the program or activity which the child is attending is occurring during the time the child is in the building.

4. Enforcement

- (a) Campus Police/Security shall report to the Dean of Student Affairs any student infractions of this regulation. Employee infractions will be reported to the appropriate administrative supervisor.
- (b) All employees are required to comply with this Regulation and to assist with its enforcement.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 4/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 2-14 HEALTH AND SAFETY EMERGENCIES

Purpose:

To provide protection for those individuals on the College campus during a health or safety emergency.

Application:

1. Reporting – All health, civil emergencies, and/or safety incidents will be immediately reported by telephone, or other appropriate means, to the Department of Public Safety.
2. Security will maintain a log of all such reports.

Security will be responsible for evaluation of the report for the appropriate follow-up informing the Office of the President as deemed necessary.
3. Emergency Notification – The proper government authorities will be notified by the Department of Public Safety with respect to the nature of particular emergencies which may affect the College population or surrounding communities. This will include, but not be limited to, fire, riot, and/or environmental hazards.
4. Transportation – With incidents involving health (illness or accidents) the Department of Public Safety will make a determination as to when, how, and where to transport the victim; Security will secure said transportation. Individuals will be transported to a medical facility.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 8/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 2-15 COLLEGE FILES

Purpose:

To ensure the proper maintenance, storage, and destruction of all College files.

Application:

1. All College Files are the property of the College.
2. All Area Heads shall receive the current State of New Jersey Records Retention and Disposition Schedule and act accordingly in establishing procedures and guidelines consistent with the appropriate law regarding the maintenance and destruction of College files.
3. No files, including, but not limited to electronic files and e-mails will be destroyed without the approval of the Area Head or designee.
4. Any employee, who removes, destroys or utilizes College files for personal projects, absent specific written authorization from an appropriate administrator, will be subject to disciplinary action up to and including termination.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 18A: 64A-12(o); N.J.S.A. 47:3-8.1 et al.</i>
Regulation History: App. 8/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 2-16 REPORTING CHILD ABUSE OR NEGLECT

Purpose:

To maintain a mechanism for reporting evidence of child abuse or neglect.

Definition(s):

“Abused or neglected child” means a child less than 18 years of age whose parent or guardian, as herein defined, (1) inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; (2) creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted loss or impairment of the function of any bodily organ; (3) commits or allows to be committed an act of sexual abuse against the child; (4) or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his parent or guardian, as herein defined, to exercise a minimum degree of care (a) in supplying the child with adequate food, clothing, shelter, education, medical or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (b) in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment; or by any other acts of a similarly serious nature requiring the aid of the court; (5) or a child who has been willfully abandoned by his parent or guardian, as herein defined; (6) or a child upon whom excessive physical restraint has been used under circumstances which do not indicate that the child’s behavior is harmful to himself, others or property; (7) or a child who is in an institution and (a) has been placed there inappropriately for a continued period of time with the knowledge that the placement has resulted or may continue to result in harm to the child’s mental or physical well-being or (b) who has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

“Parent or guardian” means any natural parent, adoptive parent, foster parent, stepparent, or any person, who has assumed responsibility for the care, custody or control of a child or upon whom there is a legal duty for such care. Parent or guardian includes a teacher, employee or volunteer, whether compensated or uncompensated, of an institution who is responsible for the child’s welfare and any other staff person of an institution regardless of whether or not the person is responsible for the care or supervision of the child. Parent or guardian also includes a teaching staff member or other employee whether compensated or uncompensated, of a day school.

Application:

1. Child abuse or neglect, including but not limited to physical, verbal or emotional abuse, is strictly prohibited.
2. Any person having reasonable cause to believe that a child has been subjected to child abuse or neglect shall immediately report the same to his/her immediate supervisor, who shall report it to the departmental director, who shall report it to the appropriate area head, who shall report it to General Counsel, who will report to the Division of Child Protection and Permanency. The area head in

conjunction with the Department of Public Safety and the appropriate Cabinet Officer or designee shall cause the report of said information to be forwarded to the Division of Youth and Family Services. The report may be by telephone or any other appropriate means of communication.

3. The written report, where possible, shall contain the names and addresses of the child and his/her parent or guardian, other persons having custody and control of the child. Further, it shall contain, if known, the child's age, the nature and possible extent of the child's injuries, abuse or maltreatment, including any evidence of previous injuries, abuse of maltreatment, and any other information that the person believes may be helpful with respect to the child abuse and the identity of the perpetrator.
4. Any employee who has knowledge of suspected incidents of child abuse or neglect and fails to report the same shall be subject to disciplinary actions up to and including termination, as well as criminal sanctions.
5. Any employee who is found, after appropriate investigation, to have perpetrated child abuse on a student or invitee of the College community shall be subject to disciplinary action up to and including termination, as well as criminal sanctions.
6. All reports of alleged child abuse shall be kept confidential. The information shall be disclosed only to those agencies or entities mandated by law.
7. Any employee who engages in deliberate false reporting of child abuse shall be subject to disciplinary action up to and including termination, as well as criminal sanctions.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 2C: 24-4; N.J.S.A. 9:6-3; N.J.S.A. 9:6-8.10; N.J.S.A. 9:6-8.10a; N.J.S.A. 9:6-8.21; N.J.S.A. 18A: 36-24 et seq.</i>
Regulation History: App. 6/96, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 2-17 COMPUTER AND E-MAIL USAGE

Purpose:

To establish guidelines maintaining the integrity and security of the College's property and information, particularly in light of rapidly growing technology.

Application:

- I. By accessing the College's email system, faculty, staff and students assume personal responsibility for its appropriate use and agree to comply with all applicable College codes of conduct, policies and procedures, as well as all applicable local, state, and federal laws and regulations. The individual is solely responsible for access and use of their individual email account and may not share their password or account with anyone.
2. The College has provided computer and communication systems to employees to support the conduct of its business. These systems include individual PCs, mobile devices, and other end-point devices provided to employees, all associated software, the College's telephone, voice mail and electronic mail systems, all centralized computer equipment, and the local and wide-area networks. No use of these systems should ever conflict with the primary business purpose for which they have been provided, with the College's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that this Regulation is followed. Access to the College's computer and communications systems is a privilege and must be treated with the highest standard of ethics. All members of the community are expected to use computing and Information Technology Department (IT) resources in a responsible manner.

Neither the College, nor any office or department thereof, is responsible for:

- (a) the content of e-mail messages that may appear in electronic mailboxes; or
- (b) the use of the information acquired through the College's computing network.

If user access discloses improper or illegal use, it will be reported and appropriate action taken. Legal processes, including requests for information under the New Jersey Open Public Records Act, may also compel disclosure.

3. All data in the College's computer and communication systems (including print documents, other electronic files, e-mail and recorded voice or video files) is the property of the College. As such, it is subject to disclosure to law enforcement and other third parties. Consequently, employees should always ensure that the business information is securely transmitted via the College's computer and communication systems is accurate, appropriate, ethical and lawful.
4. The College may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in the College's systems. This includes documents or messages marked "personal and confidential" or "private," which may be inaccessible to most users but remain available to the College. Likewise, the deletion of a document or message may not prevent the College's access to the item or completely eliminate the item from the system.
5. The College strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. The College's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets, cartoons, images, jokes or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, gender identity or expression, age, physical or mental disability, medical condition, marital status, religious or political beliefs, or other protected class status. Similarly, the College's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

6. Nothing in this policy shall prohibit the use of the College's computer system or Internet access for the purpose of legitimate academic research. However, where such research involves the viewing, copying, downloading or printing of materials which may be considered derogatory, defamatory, obscene or offensive by others, such viewing, copying, downloading or printing of these materials must be performed in a manner which prevents their disclosure to persons who have not knowingly agreed to view their contents.
7. Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the College's computing system, networks and messaging system. The following activities, which present security risks, should be avoided:
 - (a) Attempts should not be made to bypass, or render ineffective, security facilities and protocols provided by the College. Security on any computer system is a high priority.
 - Faculty, staff, or students who become aware of a security problem should notify the appropriate administrator at once. The user must not demonstrate the problem to other users.
 - (b) Passwords must never be shared with another individual for any reason.
 - If needed, passwords should be managed through a secure password manager. Only the owner of the credentials should have access to the password manager.
 - Passwords must never be written down and left in a location easily accessible or visible to others.
 - IT will require all passwords to expire on a regular basis. New passwords must be reentered by each user as required.
 - In the event a breach or compromise is suspected, the incident must be reported to IT immediately
 - Users must notify IT of any changes in the account.
 - (c) Data with identifiers should not be transmitted.
 - Consult with IT prior to transmitting any data with identifiers. Any file transmission of data with user identifiers or any type of confidential College data needs to be authorized by the Area Head and IT. Institutional Effectiveness, Planning and Assessment is exempt from this section 7(c).
 - (d) Knowingly uploading files that contain malware, or any other similar software or programs that may damage the operation or hardware.
 - (e) Changes or modifications to the hardware configuration of computer equipment should never be made by individual users. Requests for such changes should be directed to IT.
 - (f) Additions to, or modifications of, the standard software configuration provided on the College's PCs should never be attempted by individual users.
 - Requests for such changes should be directed to IT.
 - (g) Users must refrain from activities that can compromise the integrity of computing equipment, networks and data.
 - (h) Expanding access to the network with the addition of personally owned switches, hubs, access points, or other types of network hardware and/or software, and using hardware/software designed to illegally capture network data.
 - (i) Installation or alteration of wiring, including attempts to create network connections is prohibited.
 - (j) Scanning of networks, networked devices, or applications for security vulnerabilities without specific authorization by IT is prohibited.
 - (g) Personal software should never be loaded to the College's computers by individual users. This practice risks the introduction of a computer virus into the system.
 - Requests for loading such software should be directed IT.
 - (h) Downloading information from questionable, unrecognized or unreliable sources.
 - Information must be downloaded from trusted, recognized and reliable sources. The failure to download from an appropriate source may subject the College's computer system to viral contamination and/or security breaches.
 - Users are expected to demonstrate respect for intellectual property, ownership of data and system security mechanisms.

- (i) The College's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems, data or networks.
 - (j) Computer games should not be loaded on the College's PCs or other end-point devices.
 - (k) No employee shall remove or copy computer software purchased and licensed by the College from any of the College's computers.
 - The College purchases and licenses the use of computer software for business purposes, and does not own the copyright to this software or its related documentation.
 - IT, alone, is authorized to install copy and remove software on any of the College's computers.
 - (l) Unlicensed software should not be loaded or executed on the College's, computer equipment or any other end point devices.
 - (m) Software documentation for programs developed and/or licensed by the College should not be removed from the College's offices.
 - (n) The location or installation of computing and telecommunications equipment in offices and work areas should not be changed by individual users.
 - Requests for such changes should be directed to IT.
8. There are a number of practices which individual users should adopt that will foster a higher level of security. Among them are the following:
- (a) Turn off or lock your computer when you are leaving your work area or office for an extended period of time.
 - (b) Exercise judgment in storing documents on the College's networks, based on a realistic appraisal of the need for confidentiality or privacy.
 - (c) Remove and confirm deletion of previously written information from external storage devices before copying documents on such external storage devices for delivery outside the College.
 - (d) On a frequent and regular basis, back up any information locally stored resource not managed by the College. File sharing of data with user identifiers should only be conducted via a secure and encrypted process approved by IT. Be careful when addressing and sending messages to avoid confidential messages from being delivered to the wrong hands.
 - (e) Check the message header for accuracy (particularly where people share the same last name and first initial) before sending it. Once sent, a message cannot be stopped from being delivered.
 - (f) It is the responsibility of the employees and students to protect the confidentiality of their accounts and password information. Users are responsible for all activities associated with their work passwords.
 - (g) Activities that may strain or compromise College's e-mail and messaging systems. These activities include but are not limited to sending chain letters, bulk emails, spam, phishing, or any type of unsolicited e-mail.
 - (h) To prevent security attacks including phishing schemes via email:
 - DO NOT click on links or attachments from senders that you do not recognize. Be especially wary of .zip or other compressed or executable file types.
 - DO NOT provide sensitive personal information (like usernames and passwords) over email.
 - WATCH for email senders that use suspicious or misleading domain names.
 - DO NOT respond or reply to spam in any way. Use delete button.
 - INSPECT URLs carefully to make sure they're legitimate and not imposter sites. Malicious websites sometimes use variation in common spelling.
 - DO NOT try to open any shared document that you're not expecting to receive.
 - BE CAUTIOUS when opening attachments or clicking links if you receive an email containing a warning banner indicating that it originated from an external source.

9. Any questions about this Regulation should be directed to your Area Head. In an effort to provide you with some guidance, the following is a non-exhaustive list of examples of the common types of conduct which is not acceptable under this Regulation and constitute violations of the Regulation:

- (a) Sending, posting, sharing or streaming discriminatory harassing, or threatening messages or images;
- (b) Using the College's time and resources for personal gain;
- (c) Stealing, using, or disclosing someone else's code or password without authorization;
- (d) Violating the copyright law;
- (e) Failing to observe licensing agreements;
- (f) Engaging in unauthorized transactions that may incur a cost to the College or initiate unwanted internet services and transmissions;
- (g) Sending, posting, sharing, or streaming messages or material that could damage the College's image or reputation;
- (h) Participating in the viewing or exchange of pornography or obscene materials;
- (i) Sending or posting messages that defame or slander other individuals;
- (j) Attempting to break into the computer system of another organization or person;
- (k) Refusing to cooperate with a security investigation;
- (l) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- (m) Using the Internet or College email for political causes or activities, religious activities, or any sort of gambling;
- (n) Jeopardizing the security of the College's electronic communication systems;
- (o) Sending or posting messages that disparage another College's products or services;
- (p) Passing off personal views as representing those of the College;
- (q) Sending anonymous electronic messages; and
- (r) Engaging in illegal activities.

9. Any employee who violates this Regulation may be subject to disciplinary action up to and including termination, as well as, civil liability and/or criminal sanctions.

Responsible Official(s): Information Technology, Human Resources	Reference: <i>N.J.S.A. 18A: 64A-12(o); N.J.S.A. 47:3-8.1 et seq., U.S.C. § 2530 et seq.</i>
Regulation History: App. 12/99, Rev. 10/01, 7/11, 3/17, 5/23	Attachment(s):

Essex County College College Regulation

REG 2-18 INTERNET USAGE

Purpose:

To establish guidelines ensuring responsible and productive Internet usage.

Application:

1. The College has provided access to the Internet for authorized users to support its business. Although limited personal use of the Internet is allowed, no use of the Internet should conflict with the primary business purpose of the College, with the College's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that this Regulation is followed.

2. All data that is composed, transmitted or received via our computer communication systems is the property of Essex County College. As such, it is subject to disclosure to law enforcement and other third parties. Consequently, employees should always ensure that the business information transmitted via the Internet (e-mail, data sharing, streaming, etc.) is accurate, appropriate, secure, ethical and lawful.

3. The College may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, the College may restrict access to certain sites that it deems are not necessary for business purposes.

4. The College's connection to the Internet may not be used for any of the following activities:

- (a) The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, images, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs. Nothing in this policy shall prohibit the use of the College's computer system or Internet access for the purpose of legitimate academic research. All users are expected to conform to the highest standards of academic and professional integrity. However, where such research involves the viewing, copying, downloading or printing of materials which may be considered derogatory, defamatory, obscene or offensive by others, such viewing, copying, downloading or printing of these materials must be performed in a manner which prevents their disclosure to persons who have not knowingly agreed to view their contents. Access to the Internet via the College's network must be in support of educational or research activities and be related to official Essex County College business. This applies to College-owned devices as well as personal devices access used to access the College network on campus or remotely.
- (b) Unauthorized use, installation, copying, downloading or disseminating of copyrighted, trademarked or patented material that is available on the Internet is prohibited. Permission to copy the material must be obtained from the publisher. For assistance with such material, contact Information Technology Department (IT).
- (c) Information must be downloaded from trusted, recognized and reliable sources. The failure to download from an appropriate source may subject the College's computer system to viral contamination and/or security breaches. Users are expected to demonstrate respect for intellectual property, ownership of data and system security mechanisms.

- (d) Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to social media that may be mistaken as the position of the College.
 - (e) Employees should guard against the disclosure of confidential information through the use of Internet e-mail or social media.
 - (f) The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes. The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.
 - (g) The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.
5. Should you have any questions about this Regulation, please contact your area head. In an effort to provide you with some guidance, the following are only examples of the common types of conduct which, (in addition to other conduct), is not acceptable under this Regulation and which constitute violations of the Regulation:
- (a) Sending or posting discriminatory harassing, or threatening messages or images;
 - (b) Using the College's time and resources for personal gain;
 - (c) Stealing, using, or disclosing someone else's code or password without authorization;
 - (d) Violating the copyright law;
 - (e) Failing to observe licensing agreements;
 - (f) Engaging in unauthorized transactions that may incur a cost to the College or initiate unwanted Internet services and transmissions;
 - (g) Sending or posting messages or material that could damage the College's image or reputation;
 - (h) Participating in the viewing or exchange of pornography or obscene materials;
 - (i) Sending or posting messages that defame or slander other individuals;
 - (j) Attempting to break into the computer system of another organization or person;
 - (k) Refusing to cooperate with a security investigation;
 - (l) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
 - (m) Using the Internet for political causes or activities, religious activities, or any sort of gambling;
 - (n) Jeopardizing the security of the College's electronic communication systems;
 - (o) Sending or posting messages that disparage another College's products or services;
 - (p) Passing off personal views as representing those of the College;
 - (q) Sending anonymous e-mail messages; and

(r) Engaging in illegal activities.

6. Any employee who violates this Regulation may be subject to disciplinary action up to and including termination, as well as, civil liability and/or criminal sanctions.

Responsible Official(s):	Reference: 4 U.S.C. 23 <i>et seq.</i> , 18 U.S.C. §2511 <i>et seq.</i>
Regulation History: App. 12/99, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 2-19 OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

Purpose:

To limit occupational exposure to blood and other potentially infectious materials.

Application:

1. Essex County College is committed to provide a safe, healthful work environment for its employees. In pursuit of this objective, the College shall maintain an Emergency Operation Plan to eliminate or minimize occupational exposure to bloodborne pathogens.
2. All College employees shall treat all blood and certain fluids as infectious for the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and other bloodborne pathogens. Where it is difficult or impossible to determine a type of body fluid encountered, it should always be considered as potentially infectious.
3. Employees are responsible for, but not limited to the following:
 - (a) Reporting all conditions to their supervisors; and
 - (b) Reporting all job-related accidents, injuries or illnesses to their supervisor;
4. Compliance with this Regulation is the responsibility of every employee. Disregarding or failing to comply with this Regulation and the Emergency Operation Plan could lead to disciplinary action, up to and including termination of employment.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 34:6A-29 et seq., 29 U.S.C.A. § 655 et seq.</i>
Regulation History: App. 3/99, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 2-24 INSTITUTIONAL CODE OF ETHICS & CONDUCT

Purpose:

Relationships between members of the Essex County College community and individuals, and entities, outside the College have become increasingly numerous and complex. In order to maintain the public's confidence in the integrity of the College, and the successful operation and reputation of Essex County College, the institution must be guided by principles of fair dealing and ethical conduct of its officers and employees.

Definitions:

When used in this Regulation, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

“Board” means the Board of Trustees of the College.

“College Matter” means any award, bid, claim, contract, application, license, proceeding, resolution or transaction involving the College or which requires any official action by the Board of Trustees, the President, or employees.

“Continuing Outside Employment” means outside (external) employment activity which requires that the employee render services, furnish goods or devote time to another employer on a recurring basis. Continuing outside employment does not include an isolated commitment to serve as a guest lecturer or a singular instance of providing service or labor to the College.

“Additional Job” means internal employment activity which requires that the employee render services, furnish goods or devote time to the College outside of an employee's full or part-time position and regular work schedule.

“Immediate Family” means the spouse, domestic partner, natural or adopted child, ward, grandchild, parent, or sibling of the employee.

“Interest” means when the conduct of an employee may have the effect of directly or indirectly conferring a pecuniary benefit on that employee, an immediate family member of that employee, an organization or any entity which that employee is an officer, director, member, or shareholder.

“Person or Party” means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

Application:

1. No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any activity which is in direct conflict with the proper discharge of their duties.
2. No employee shall use their official position(s) to secure unwarranted privileges or advantages for themselves or others.
3. No employee shall act in their official capacity in any College matter in which the employee or an immediate family member has a direct or indirect interest that might reasonably be expected to impair their objectivity or independence of judgement.

4. No employee shall undertake any continuing outside employment, additional job, or engage in any activity, whether compensated or not, which might reasonably be expected to impair their objectivity or independence of judgement in the exercise of their official duties to the College.
5. No employee shall accept any gift, favors, services, or other things of value under circumstances which gives rise to a reasonable person that such gifts, services or other things of value were given or offered for the purpose of influencing them in the discharge of their official duties.
6. No employee shall knowingly act in any way that would create an impression or suspicion to a reasonable person that the employee is engaged in conduct violative of their trust as public officers or employees.
7. No employee shall use their public office or employment at the College or any information not generally available to members of the public for the purpose of securing financial gain or unwarranted privileges for themselves, their immediate family members, or others with whom they are associated.
8. No employee may issue a press release or media statement, in relation to the College, without first consulting with and obtaining authorization from the Executive Director of Institutional Advancement or their designee. All media inquiries are to be directed to Marketing and Communications.
9. No employee shall have a personal relationship, defined as a relationship that is romantic or intimate in nature, with a student during the time the employee serves as the student's professor/instructor, advisor, evaluator or supervisor.
10. Employees of the College may work additional jobs, or have continuing outside employment, so long as it does not take place during their scheduled work hours, or interfere or present a direct conflict of interest with the regular full-time or part-time job at the College.
11. Employees shall report additional jobs or continuing outside employment to their immediate supervisors. The Supervisor shall transmit same to the Area Head. The Supervisor and Area Head will then make a finding of whether a direct conflict exists between the employee's full-time or part-time position at the College and the additional job or continuing outside employment, and report same to the Executive Director of Human Resources. If it is determined that an employee's continuing outside employment or additional job creates a direct conflict of interest, the Executive Director of Human Resources or designee shall notify the individual of the same in writing and request that the continuing outside employment or additional job be terminated. The individual may appeal this decision to the President of the College or their designee. The decision of the President or designee is final and binding and not subject to the grievance process.
12. Employees with additional jobs are expected to work their assigned schedules. An additional job or continuing outside employment will not be considered or provide an excuse for poor job performance, absenteeism, tardiness, leaving early, or when scheduling different work hours or overtime.
13. Compliance with this Regulation governing institutional ethics and conduct is the responsibility of every officer and employee. Disregarding or failing to comply with standards of institutional ethics and conduct set forth herein could lead to progressive disciplinary action; up to and including termination of employment.

Responsible Official(s): Department of Human Resources	Reference(s): N.J.A.C. 9A:3-1.1 et seq.; N.J.S.A. 18A:3B-14(e); N.J.S.A. 52:13D-12 et seq.
Regulation History: 9/03; 6/22; 4/24	Attachment(s):

Essex County College

College Regulation

REG 2-25 USE OF ELECTRONIC SIGNATURES

Purpose:

To authorize the appropriate and acceptable use of electronic signatures on College documents, transactions, and to conduct College business.

Application:

1. The College may use electronic signatures on College documents, transactions, and to conduct College business by way of College-approved software and digital platforms.
2. Electronic signatures and electronic records of such signatures are equivalent to paper records and shall serve the same legal effect as a manual signature.
3. Use of electronic signatures shall be consistent with the Uniform Electronic Transaction Act and N.J.S.A. 12A:12-1 et seq.

Responsible Official(s): Office of General Counsel, Office of Information Technology	Reference(s): Uniform Electronic Transaction Act; N.J.S.A. 12A:12-1 et seq.
Regulation History: 6/23	Attachment(s):

Essex County College College Regulations

Chapter 3

Essex County College
College Regulation
REG 3-1 CONSULTING FEES
HONORARIUMS AND
EMPLOYEE SUPPLEMENTS

Purpose:

To enable the College to employ and/or retain consultants to provide administrative assistance and professional advice.

Application:

Consulting Fees

1. Consulting fees are payments for professional services rendered by a person or company, usually at a fixed fee. An employee-employer relationship does not exist, under common law, and the employer does not control the method and the result of the services, although the services to be performed by the consultant are known and agreed upon.
 - (a) Prior to engaging the services of a consultant, Consultant, Honorarium and Service Form (EC-460) will be completed by the initiating department and be forwarded for approval by the Area Head, Chief Financial Officer/Senior Comptroller, and the Office of the General Counsel. This form will include the following information:
 - i. Consultant name and address
 - ii. Consultant social security number or IRS tax ID number
 - iii. Consultant telephone number
 - iv. Consultant's educational and work experience
 - v. Individual to whom consultant reports
 - vi. Services to be performed
 - vii. Period of services
 - viii. Cost of services and account to be charged
 - (b) Each consultant form shall be accompanied by a W-9 form.
 - (c) Upon approval by the President, the executed consultant form shall be returned to the initiating department for payment.
 - (d) Consultant forms in an amount of \$17,500.00 or more, or multiple consultant forms to a single firm or individual with an aggregate payment of \$17,500.00 or more, will require approval of the Board of Trustees.
 - (e) Consultant forms to a full-time employee of the College in an amount of \$17,500.00 or more, or multiple consultant forms requiring an aggregate payment of \$17,500.00 or more will require approval of the Board of Trustees.

- (f) Each area head is responsible for ensuring the completion of Form SS-8 "Determination of Employee Work Status for Purposes of Federal Employment Taxes and Income Tax Withholding" for services to be performed by a worker. The Form SS-8 may be filed to obtain a determination as to whether a worker is an employee for purposes of Federal employment taxes and income tax withholding.

Honorariums

2. Honorarium fees are paid for professional services on which no fixed price is set by the institution. Traditionally, these fees are for guest lecture or topical presentations. Honoraria fees in excess of \$5,000 require Board of Trustee approval. The President may approve Honoraria not to exceed \$5,000 per program.

Payment for these services will follow the same procedure as enumerated for consultant fees.

Supplements

3. Employee supplements are compensation for the initiation and/or completion of projects, or for the rendering of services of temporary duration. For the purpose of distinguishing a supplement from consulting or professional services, an employee-employer relationship must exist, under common law, where the employer can control what will be done and has the legal right to control the method and the result of the services.

Employee supplements of \$5,000 or more on an annual basis require the approval of the Board of Trustees. The recommending department must complete the appropriate personnel action form for payment of the employee supplement and follow the required sign off procedures.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i>, BP 2- 8, BP 3-10, BP 3-14
Regulation History: App. 1/94, Rev. 10/01, 7/11, 3/17, 3/22, 11/22	Attachment(s):

Essex County College College Regulation

REG 3-2 BUDGET REVIEW AND REVISION

Purpose:

To ensure the appropriate monitoring of College revenues and expenditures.

Application:

1. To facilitate the review of departmental and grant budgets, Area Heads and their designated supervisors shall have access to budget information on a daily basis through the Banner Administrative System and the Banner WEB Services.
2. Area Heads, and their designated supervisors, are responsible for the review and modification of budget accounts within their departments.
3. Required budget modifications may be forwarded to the Comptroller, through the Banner WEB services, for approval and implementation. Budget Revisions will be permitted in the following circumstances only:
 - (a) Adequate funds must exist in the account from which funds are being transferred.
 - (b) Budget revisions can be made to or from:
 - i. Operating (Non-salary) accounts only.
 - ii. Accounts in the same fund.

Responsible Official(s):	Reference: <i>N.J.A.C. 9:4-4.1</i>
Regulation History: App. 8/95, Rev. 10/02, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 3-3 TRAVEL REQUEST AND EXPENSE REIMBURSEMENT

Purpose:

To establish the procedures by which the College is to (1) authorize travel for legitimate College business; (2) authorize travel reimbursement for members of the Board of Trustees, employees, and approved individuals, as set forth in the College's Travel, Mileage, and Other Reimbursement Guidelines, for certain travel expenses incurred in conjunction with conduct of legitimate College business; and (3) ensure authorized travel and reimbursement are in accordance with the College's Travel, Mileage, and Other Reimbursement Guidelines, and comply with all applicable federal, state and local laws, College regulations and contracts.

Application:

1. This Regulation will govern all ECC Board of Trustees, administrative officers, employees, and approved individuals.
2. Compliance with this Regulation and the Travel, Mileage, and Other Reimbursement Guidelines is the responsibility of (1) the individual seeking reimbursement; and (2) the respective authorizing supervisor and Area Head, if applicable.
3. Board of Trustees, employees and approved individuals are not eligible for travel mileage and other reimbursements for ECC inter-campus travel or routine travel that is part of their job responsibilities. When there are exigent circumstances, Area Heads may approve travel mileage and other reimbursements for employees directed by the Area Head to travel for legitimate College business.
4. All requests for travel require a Day or Overnight Travel Authorization Form approved by the employee's supervisor, Area Head, the Comptroller, and the President. Employees shall submit a copy of their driver's license, proof of insurance and valid registration when they use their personal vehicle for legitimate College business and seek travel mileage and other reimbursements from the College. Approval must be received prior to making other arrangements pertinent to the overnight travel, such as hotel accommodation, conference registration, tickets, etc. All travelers are expected to abide by Essex County College Travel, Mileage, and Other Reimbursement Guidelines.
5. Persons traveling on legitimate College business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business, regardless of funding sources. All expense reimbursements are subject to review and approval, and receipts must be submitted to Accounts Payable, after travel, as soon as possible, but no later than 30 days after returning from travel or from when the reimbursable expense was incurred.
6. In the event of unauthorized travel, which is violation of this Regulation, the traveler must fill out an Unauthorized Travel Form with the Accounts Payable department.
7. All employees seeking travel, mileage, or other reimbursement must review and follow the requirements outlined in the College's Travel, Mileage, and Other Reimbursement Guidelines.

Responsible Official(s): The Office of the Comptroller

Reference: *N.J.S.A. 18A: 64A: 12(0), BP 3-6, BP 3-7*

Regulation History: App. 12/93, Rev. 10/01, 7/11, 3/17, 1/24

Attachment(s):

Essex County College College Regulation

REG 3-4 TUITION AND OTHER PAYMENTS

Purpose:

To strengthen internal control over cash accounts in order to adequately account for all receipts and disbursements.

Application:

1. Students, with no prior balance, who wish to pay for their tuition by check (in country) must have the check payable to Essex County College not to exceed current balance due.
2. Students who have a prior balance on their tuition account must pay the balance due on their prior accounts in full prior to registration. Personal checks will not be accepted for payment of a prior balance. Payment must be made by cash, certified check, credit card, or money order in the amount of the prior balance and late fees assessed.
3. Checks drawn on foreign banks in payment of tuition and fees to be credited to the student's account designated on the check. Excess funds, if any, can remain on deposit or be refunded to the student if in accordance with grantor stipulations.
4. Financial aid checks of prior semester when endorsed by a student can be used to pay a tuition account balance of a current semester if the financial aid check is greater than the current account balance.
5. Post-dated checks are not acceptable for tuition payment or any other payment of debt.
6. A student who issues a non-sufficient fund (NSF) check to the College will be placed on a cash basis for all future payments due the College. An NSF fee will be assessed for each check returned to the College.

Return payments for non-sufficient funds to include but not limited to uncollected funds, refer to maker, account closed are to be posted to the student's account to properly show the account balance.

Return payments for non-tuition such as bookstore purchases, transcripts, and parent fees are to be posted to the student's account, whether active or inactive.

In those instances where a student's bank has made an error in stamping a check NSF, it is the responsibility of the student to obtain a letter from the bank on bank letterhead signed by the appropriate officer.

7. The Bursar is charged with the responsibility to enforce the collection of monies from students presenting bad checks. Students who issue such checks to the College will be charged a \$25.00 service fee for NSF checks returned by the bank regardless whether drawn by the student or a second party.

8. Upon receipt of the notice that a check is dishonored, it is logged in the daily deposit ledger under NSF.
- (a) NSF form is then completed and a Bursar's hold is placed on the records of the student.
 - (b) A letter is sent to the student acknowledging that his or her check was returned dishonored.
 - (c) If there has been no response in two weeks, a final notice is sent to the student, indicating his/her removal from classes and that the College will pursue payment through a collection agency. The student has five working days to respond to this notice.
 - (d) In the event that the student fails to respond to the final notice, his/her name will be sent to the Dean of Student Affairs requesting immediate removal from classes until payment has been rendered.
 - (e) All outstanding NSF checks will be turned over to the College's collection agency at the end of each semester or term.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 11/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 3-5 PURCHASING

Purpose:

To ensure compliance with applicable state statutes, promote economy through bulk purchasing, facilitate a system of budgetary control and insure prompt payment of vendors.

Application:

1. All purchases shall be made through the Purchasing Department.
2. All Purchase Requisitions shall be issued by the Department seeking to acquire goods or services. In certain circumstances (Telecommunications, Utilities, Water) confirming order (Direct Pays) may be permitted. Lastly, emergency orders shall only be permitted with the approval of the Director of Purchasing.
3. Purchase Requisitions shall be approved by the departmental supervisor, Area Head, Comptroller, and the Director of Purchasing. Requisitions may also require approval of the Grants Accountant, Director of Information Technology, and the Director of Media Production Technologies depending on the item being ordered and the source of the funding for the purchase.
4. All purchases involving goods or services that exceed the threshold as established by State law shall be subject to a formal bid process, unless an exception applies, in accordance with the County College Contract Law (*N.J.S.A. 18A: 64A-25.1 et seq.*).
5. All purchases of goods and services that exceed the threshold as established by State law shall be subject to the State of New Jersey "fair and open" process, Public Advertisement as set forth under the New Jersey Play-To-Play Law (*N.J.S.A. 19:44A-20.4 et seq.*)
6. Purchases less than the established threshold amount shall be subject to the applicable Purchasing guidelines.
7. Purchases in excess of \$17,500 require Board of Trustee approval.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i> <i>N.J.S.A. 18A: 64A-25.1 et seq.</i> <i>N.J.S.A. 19:44A-20.4 et seq.</i>
Regulation History: App. 10/93, Rev. 10/01, 7/11, 3/17, 3/22	Attachment(s):

Essex County College College Regulation

REG 3-6 FIXED ASSET INVENTORY

Purpose:

To enable the College to develop and maintain a fixed asset inventory system.

Application:

1. A fixed asset is defined as furniture, equipment, fixtures, and audiovisual hardware having a useful life of at least three years or more and a unit cost of \$100.00 or more, except for library books which may have a unit cost of \$25.00 or more.

Any and all fixed assets shall be recorded by the Comptroller or designee as outlined below:

- (a) Description of item
 - (b) Account number of department making purchase
 - (c) Vendor name
 - (d) Location of item (building or room number)
 - (e) Item cost
 - (f) Purchase order number and purchase date
 - (g) Serial number and manufacturer's name if applicable
2. Excluding software and other similar items that will not be tagged, any and all fixed assets will receive College tag number(s) and be inventoried every five (5) years.
3. Any and all furniture moves require written approval from the appropriate Area Head.
4. A department wishing to relocate an item with a purchase value of \$100.00 or more to a different room or building for an extended period of time (6 or more weeks) may, after receiving approval of its Area Head, do so in one of two ways:
 - (a) Move items by Facilities Department, which requires:
 - i. Request in writing submitted with Area Head's approval;
 - ii. Facilities Department will prepare the necessary documentation to update the final fixed asset inventory and will submit it to the Comptroller; or
 - (b) Move items personally, in which case:
 - i. Documentation of the change must be submitted to the Comptroller.

ii. Documentations must include:

- Description of individual item type
- College tag number(s)
- Number of items to be moved
- Room number and building the item is being moved to
- Department the item is assigned to
- Date of the move
- Length of time the item will reside at the new location

iii. Any and all items to be relocated off campus require written approval from the President or designee and documentation as outlined above.

iv. Fixed assets to be discarded by a department due to obsolescence or a non-repairable or non-functional condition must be listed on the equipment to discard form which can be obtained from Facilities. The department must complete the form in its entirety for asset description, serial and tag numbers and original cost.

v. The Director of Facilities will review the form and, where necessary, physically inspect the equipment to determine if the equipment is reusable in whole or in part for other College purposes. After completion of any adjustments or deletions by the Director of Facilities, the form will be sent to the Comptroller for review and adjustment to the fixed asset control records (general ledger) of the College and the fixed asset subsidiary records.

vi. The fixed asset records are to be recorded monthly for additions and disposals.

Responsible Official(s):	Reference: N.J.S.A. 18A: 64A-12(o)
Regulation History: App. 11/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 3-7 BUDGET ANALYSIS

Purpose:

To ensure the appropriate monitoring of College revenues and expenditures.

Application:

1. The Comptroller is charged with the responsibility of conducting a monthly budget analysis and forecasts of the College's grant operating fund to be reviewed by the Board of Trustees Finance Committee.
2. The budget analysis is being conducted to ascertain the overall financial position of the College, to identify uncommitted/unencumbered funds available to the College, and to identify accounts with spending patterns that could generate a year-end deficit.
3. In the event that a year-end deficit spending pattern is identified, the Comptroller shall notify the President and recommend corrective action for consideration by the College Cabinet.

Responsible Official(s):	Reference(s): <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 10/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 3-8 COLLECTION AND DISBURSEMENT OF RESTRICTED FUNDS

Purpose:

To ensure the proper administration of scholarship and grant funds in connection with the collection and disbursement of certain funds.

Application:

1. Collection of Funds – Whenever such collections are conducted they shall be deposited in an account specifically set aside for this purpose by the Comptroller. Checks received as part of collected funds must be payable to Essex County College.

Cash collections must be deposited with the Bursar who will issue a receipt to include the name of the fund, general ledger account number and the amount of the deposit.

2. Disbursement of Funds – Scholarship funds will be disbursed upon receiving a memorandum from the authorized person of the fund identifying the payee and social security number. Any disbursements will be made in accordance with existing College regulations and procedures.
3. Failure to Comply – Willful neglect or failure to comply with this Regulation will result in disciplinary action.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 10/93 Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College
College Regulation

REG 3-9 AFFILIATION AGREEMENT/CONTRACT PROCEDURES

Purpose:

To establish proper submission, review, approval, distribution, and retention process with respect to contracts and affiliation agreements involving the College.

Application:

1. All agreements and/or contracts shall be submitted to the Area Head, and then to the Purchasing Department for review and clearance.
2. Following Purchasing Department clearance, the proposed agreements/contracts will be submitted to the Office of General Counsel for review. If after review, the agreement is legally acceptable, and/or no amendments, revisions or additional documentation is needed, the Office of General Counsel will so note, and return it to the Area Head for submission to the President. If the agreements or contracts require Board approval, the initiating Department/Area will prepare the request for Board action and submit to the President. The Area Head will ensure that all proposed agreements or contracts are signed by the respective external agency, vendor, or institution prior to submission to the President for approval and Board action, if applicable.
3. Following the President's review and approval of the agreement or contract, the agreement or contract will be signed by the President or, sent to the Board for approval if Board approval is required. For any contract or agreement requiring Board approval, the President will sign the contract of agreement following Board approval.
4. Copies of all fully executed contracts or agreements, and any Board resolution(s), if applicable, will be sent by the Board Liaison to the initiating Department/Area Head, the Purchasing Department, and the Office of General Counsel.
5. The initiating Department will be responsible for sending the external agency, vendor, or institution a fully executed copy of the agreement or contract.
6. Any required Certificate(s) of Insurance shall be promptly obtained from the external agency, vendor or institution by the initiating department. Copies of same will also be forwarded to the Office of General Counsel, the Purchasing Department, and Office of Finance/Senior Comptroller.
7. The initiating department, division or area will be responsible for maintaining files for all contracts or agreements initiated and implemented by that department, division or area.
8. The Office of General Counsel and the Purchasing Department will maintain a record of all College agreements or contracts.

9. Any future contractual modifications or side letters of agreement must be approved by the President, and the Board if applicable. Subsequent to approval, all modifications or side letters will be filed with the Office of General Counsel, the Purchasing Department, and the initiating area, division or department. Copies will be sent to the external agency, vendor, or institution by the initiating department

**Responsible Official(s): Office of
Purchasing, Office of General Counsel**

Reference(s): N.J.S.A. 18A: 64A-12(j)

**Regulation History: App. 12/83, Rev.
7/11, 3/17, 3/22, 5/23**

Attachment(s):

Essex County College College Regulation

REG 3-10 CASH COLLECTIONS

Purpose:

To ensure that a proper accounting record is maintained for cash collections in conjunction with any College sponsored event and that said collections and appropriate documentation are deposited with the Bursar's Office in a timely manner.

Application:

1. The Bursar's Office will advance cash for the purpose of providing Ticket Window and Concession Stand change upon receipt of the appropriate form, duly authorized by the Administrator and Area Head charged with the responsibility of coordinating an event. Said change request is to be provided 24 hours in advance of the event.
2. Cash transactions are to be permitted at two locations: the Ticket Window of the Theater for purpose of admittance authorization and the Concession Stand for the sale of merchandise.

(a) Ticket Sales:

- i. Tickets issued at the ticket office must be numbered and issued sequentially. Tickets issued at the window will be logged by event commencing with the first ticket number issued and ending with the last ticket number issued. Tickets will be collected and made available for reconciliation against cash collected upon the close of the Ticket Window.

(b) Concession Sales:

- i. The Office of Evening and Weekend Services will be responsible for the creation and maintenance of an inventory of items to be sold at the Concession Stands.
- ii. Prior to the start of an event, the area of the College sponsoring the event will sign stock out of the Concession Stand inventory utilizing the appropriate form.
- iii. All Concession Stand sales must be individually recorded on a cash register and the Cash Register Tape will be made available for the purposes of cash reconciliation upon the close of the Concession Stand after each event.
- iv. All goods not sold during the event will be returned to the concession stand inventory such that total goods withdrawn less units sold equal total goods returned.

(c) Student Life and Activities Ticket Sales:

- i. The Office of Student Life and Development shall have overall responsibility for accounting for ticket sales to sporting events. Broadway shows, special excursions and the fashion shows.

- ii. Tickets for these events shall be pre numbered and Office of Student Life and Development shall maintain a Ticket Distribution Log that lists the ticket number(s), date issued, to whom issued, number of tickets issued, price per ticket and amount of cash received.
- 3. Cash reconciliations must be made immediately upon the end of the event in the presence of the administrator sponsoring the event.
 - (a) Ticket Sale Reconciliation:
 - i. Total sequencing of tickets issued, i.e., number of last ticket sold less number of first ticket sold, plus one, multiplied by the unit cost of the ticket, plus the dollar value of cash for change disbursed by the Bursar's Office will equal total cash at the Ticket Window after the event.
 - ii. An alternate proof will be a physical count of ticket stubs collected. In this instance, total Ticket Window cash will meet or exceed the dollar value of ticket stubs plus change issued.
 - (b) Concession Stand Reconciliation:
 - i. Total cash on hand will equal the dollar value of sales as indicated on the Cash Register Tapes plus change disbursed for the event by the Bursar's Office.
 - ii. An alternate reconciliation will be the retail value of inventory withdrawn for the event less the retail value of inventory returned after the event, plus change disbursed for the event to equal the dollar value of cash on hand after the close of the Concession Stand.
 - (c) Student Life and Activities Reconciliation
 - i. At the end of the event, the Assistant Dean or his designee shall prepare a ticket reconciliation report. The amount of sales per this report must agree with the actual cash deposited.
 - ii. The reconciliation shall also ensure that departments are appropriately charged for tickets purchased from the funds in their budget.
 - iii. Some events, such as the fashion show, require participants to sell tickets. An additional control form shall be used for this event that also reconciles ticket sales to cash received.
- 4. Cash deposits representing sales must be promptly made to the Bursar's Office. For the purpose of this Regulation, such deposits for events ending prior to 1:00 p.m. must be made prior to the close of the Bursar's Office on the same working day. Cash collected for events ending after 1:00 p.m. must be made before 10:00 a.m. on the subsequent working day. Cash being held overnight must be stored in a designated safe. All deposits made at the Bursar's Office must include proof of the reconciliation process as follows:
 - (a) Ticket Sales – Return the form attached for disbursement of change with completion of the data required on ticket number sequencing, total ticket sales, ticket cost, total deposit.
 - (b) Concession Stand Sales – Return the form attached for disbursement of change, plus completion of data regarding sales to equal to deposit. Also, a copy of the Register Tape for the event will be required.

- (c) Student Life and Activities Ticket Sales – The three part Activities Deposit Form will be used to submit deposits to the Bursar's Office. The form will be completed prior to deposit to include the date, named activity, account number, and amount of deposit. Bursar will stamp the form, retain one copy for its office and return the remaining copies to Student Life and Activities.
5. All personnel assigned to ticket sales or charged with the responsibility of handling cash, whether ticket, concession or otherwise, must be bonded employees of the College. A master list of eligible employees will be prepared and maintained by the Comptroller.

Responsible Official(s): The President, Comptroller	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 11/93, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulations

Chapter 4

Essex County College
College Regulation

REG 4-1 COLLECTIVE BARGAINING AGREEMENTS

Purpose:

To assure that current collective bargaining agreements are available to bargaining unit membership, appropriate parties of the College, and legislative authorities as required.

Definition(s):

Collective Bargaining Agreement (CBA): A negotiated labor or collective bargaining agreement (aka. contract) between an employer and a union which covers the terms and conditions of employment such as wages, hours of work, working conditions, grievance procedures, as well as the rights and responsibilities of the union and the employer.

Memorandum of Understanding (MOU): A memorandum of understanding is a document describing a bilateral or multilateral agreement between the parties. It expresses a convergence of will between the parties and embodies changes which will be incorporated in a new contract.

Side Letter of Agreement (SLA): A side letter of agreement is a collective bargaining agreement (CBA) that is not part of the underlying or primary CBA, and which the parties to the contract utilize to reach agreement on issues the CBA does not cover, to clarify issues in the CBA, or to modify the CBA.

Application:

1. After each collective bargaining unit has completed its negotiations, and after the Board of Trustees of the College has approved the same and the collective bargaining unit has ratified the agreement, notice of the agreement will be announced and electronic versions of the written contract will be made available by the Department of Human Resources as follows:
 - (a) The President of the College
 - (b) President's Cabinet
 - (c) Board of Trustees and College Labor Counsel
 - (d) President of the applicable Collective Bargaining Unit
 - (e) Bargaining unit membership
 - (f) College Administrators and appropriate staff
 - (g) Designated new employees
 - (h) Legislative authorities as required
 - (i) On the College website
2. Memoranda of Understanding and Side Letters of Agreement will be made available pursuant to paragraph 1.

Responsible Official(s): Director of Human Resources	Reference: (s): New Jersey Statutes: <i>N.J.S.A.</i> 18A:64A-12(o), <i>N.J.S.A.</i> 34:13A
Regulation History: App. 12/95, Rev. 10/01, 04/09, 12/10, 3/17	Attachment(s):

Essex County College

College Regulation

REG 4-2 EMPLOYMENT OF COLLEGE EMPLOYEES

Purpose:

To establish guidelines and ensure that proper documentation and authorization are obtained for the appointment, reappointment, and other related job and compensation change in the employment of college personnel, and to ensure that the determination of compensation is commensurate with the duties and responsibilities of the position.

Definition(s):

Regular Employee. Personnel employed as full-time staff designated to work thirty-five (35) hours or more per week for twelve (12) months except in the case of those employees (Faculty) who engage in activities where the regular and normal work schedule is based on an academic year. Regular employees included:

- (a) **Professional.** Personnel governed by a collective bargaining agreement (CBA) for the following bargaining units: Administrative Association, Faculty Association, and Professional Association. This definition also includes Confidential.
- (b) **Non-Professional.** Personnel governed by a collective bargaining agreement (CBA) for the following bargaining units: Fraternal Order of Police, Security Association and Support Staff Association. This definition also includes Confidential.

Adjunct Faculty. Personnel employed as part-time instructional staff ineligible for tenure. Adjunct faculty assignments and the rate of pay will vary for credit and non-credit assignments. Assignments for credit adjunct faculty are usually assigned and contracted on a semester-by-semester basis and paid by contact service hour. Assignments for non-credit adjunct faculty may be contracted based on a program schedule and paid by contact hour.

Temporary. Personnel assigned to positions to fill short-term operational needs, not exceeding eleven (11) months, in most cases with a weekly schedule of 25 hours or less. Personnel in this category are classified as non-exempt and are compensated at an hourly rate. General temporary personnel are not eligible for College benefits except those that are required by law.

Application:

Initiating departments, in collaboration with the Department of Human Resources, define position duties and responsibilities, recruit and recommend candidates for employment **in** accordance with statutory requirements, Board of Trustees' policies, college regulations and collective bargaining agreements. (See REGs 4-6, 4-8, 4-14, 4-16)

The President's Cabinet recommends for the President's approval, employee minimum starting salaries and wages consistent with labor market trends and fair labor practices. An initiating department may request, via written justification, approval of a different starting salary or wage rate. (See REG 4-10)

Recommendations for employment require approval from the following designated authority:

1. Actions requiring Board of Trustees approval:

In accordance with statutory requirements, collective bargaining agreements, and Board Policies, approval by the Board of Trustees is required for the following:

- (a) Professional personnel appointments, reappointments, and other related job and compensation changes with the exception of departmental transfers without compensation implications.
- (a) Professional personnel serving in acting capacities for six (6) months or longer.

Acting. Individuals assigned to fill time sensitive vacancies or new positions on a limited basis until a suitable replacement is assigned. Acting appointments arise out of an emergent College need such as start-up of a new grant, strategic initiative or untimely vacancy requiring staff placements. Personnel in this category are classified as exempt and are compensated at an annualized salary rate. Acting personnel receive benefits as all other professionals of the College.

Limited Duration. Individuals newly hired and appointed to fill time sensitive vacancies or new positions for a prescribed period of time. Appointments of limited duration arise out of an emergent College need such as start-up of a new grant or strategic initiative requiring external staff placements. Personnel in this category are classified as exempt and are compensated at an annualized salary rate. Personnel in this category receive benefits that are required by law; receipt of any other fringe benefit is subject to the President's approval.

- (b) Non-Professional personnel appointments, re-appointments, and other related job and compensation changes with the exception of departmental transfers without compensation implications.
- (c) Annual re-appointment of professional and non-tenured faculty personnel.

No commitment for appointment, reappointment, or other related job and compensation change (with the exception of departmental transfers without compensation implications) of any of the above referenced personnel shall be given, nor shall any such prospective employee commence work without Board of Trustees' approval or President's authorization.

2. Actions requiring approval by the President:

- (a) Temporary personnel appointments, re-appointments, and other related job and compensation changes of temporary personnel.
- (b) Professional and Non-Professional personnel departmental transfers without compensation implications.

No commitment for appointment, reappointment, or other related job and compensation change of any of the above referenced personnel shall be given, nor shall any such prospective employee commence work without the President's authorization.

3. Actions requiring approval by a Dean and Vice President of Academic Affairs:

- (a) Credit and non-credit Adjunct Faculty personnel appointments, teaching assignments, and other related job and compensation changes

No commitment for appointment, reappointment or other related job and compensation change of any of the above-referenced personnel may be given, nor commence work without the Dean's and Vice President of Academic Affairs' authorization.

Reporting possible violations:**Karen Bridgett**

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Responsible Official(s): Department of Human Resources	Reference: (s) New Jersey Statutes: N.J.S.A. 9A:7-1.1, N.J.S.A. 34:13A, <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 7/95, Rev. 10/01, 12/10, 3/17, 9/22, 9/24	Attachment(s):

Essex County College Regulation

REG 4-3 SEXUAL HARASSMENT

Purpose:

To prohibit any and all forms of sexual harassment.

Application:

Prohibited Acts

1. No member of the College community shall engage in sexual harassment. For the purposes of this Regulation sexual harassment is defined as but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where an individual's submission to such conduct:
 - (a) Is an explicit term or condition of an individual's employment or status in a course, program, or activity;
 - (b) Is used as a basis for an employment or educational decision affecting an individual; or
 - (c) Unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offensive environment for work or learning.

Examples of Sexual Harassment

2. Examples of sexual harassment include, but are not limited to:
 - (a) Unwelcome sexual flirtations, advances, or propositions;
 - (b) Direct or implied threats that submissions to sexual advances is a condition of employment, work status, promotion, wages, assigned duties, shifts, grades, or letters of recommendation;
 - (c) Physical or verbal abuse of a sexual nature;
 - (d) A pattern of conduct (inappropriate, offensive or non-related subject matter of a course, if one is involved) intended to cause discomfort or humiliation including, but not limited to, the following:
 - (i) comments of a sexual nature, (ii) sexually explicit statements, questions, jokes, or anecdotes.
 - (e) A pattern of conduct which would cause discomfort and/or humiliate a reasonable person including, but not limited to, the following: (i) unnecessary touching, patting, hugging, or brushing against a person's body; (ii) remarks of a sexual nature about a person's clothing or body; or (iii) remarks about sexual activity or speculations about previous sexual experience;
 - (f) The display in the workplace of sexually suggestive objects or pictures, including, but not limited to, nude photographs.

Reporting possible violations:

Title IX/504

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Responsible Official(s): Department of Human Resources	Reference: <i>Title VII of the Civil Rights Act of 1964</i> 42 U.S.C. § 2000e <i>et seq.</i> : Title IX of the Education Amendments of 1972 20, U.S.C. § 1681 <i>et seq.</i> and the <i>New Jersey Law Against Discrimination</i> , N. T.S.A. 10:5-1 <i>et seq.</i>
Regulation History: App. 12/92, Rev. 10/01,12/10,3/17,9/22, 9/24	Attachment(s):

Essex County College College Regulation

REG 4-4 RESERVED

Purpose:

[RESERVED]

Application:

Responsible Official(s):	Reference:
Regulation History:	Attachment(s): No

Essex County College

College Regulation

REG 4-5 EMPLOYEE COMPLAINTS AND GRIEVANCES

Purpose:

To properly and expeditiously handle the various steps of the complaint and grievance procedures pursuant to N.J.S.A. Statue 18A, college guideline, and collective bargaining agreements.

Application:

The Executive Director of Human Resources will be responsible for the coordination and data collection relative to all formal complaint and grievance guidelines, except when the complainant or grievant concerns a member of the Department of Human Resources in which case the Office of the General Counsel will coordinate the complaint or grievance.

- (a) The Department of Human Resources will require all administrators involved in any complaint or grievance process to submit all relevant documentation according to schedules prescribed by College guidelines and by collective bargaining agreements to assure that respective deadlines are met and measures toward disposition are initiated.
 - (b) The Department of Human Resources will coordinate the scheduling of meetings with the President or designee and/or the Board of Trustees respectively when complaints and grievances are not resolved at lower levels of the process and guidelines and collective bargaining agreements stipulate such recourse.
2. Complaints and grievances which remain unresolved after all prior formal steps have been exhausted may proceed to arbitration. Depending on the nature of the grievance, the decision of the arbitrator will be consistent with provisions of established College guidelines and collective bargaining agreements.

Reporting possible violations:**Karen Bridgett**

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Responsible Official (s): Department of Human Resources	Reference: <i>N.J.S.A. 18A:64A-12(o)</i>
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17,9/22, 9/24	Attachment(s):

Essex County College

College Regulation

REG 4-6 POSITION DESCRIPTIONS

Purpose:

To provide a consistent framework for the establishment and revision of the duties, responsibilities and classification assigned to each position within the College.

Definition(s):

Position Description. The official document outlining the responsibilities, qualifications, reporting relationship and classification assigned to each regular and temporary job/position within the College. Position Descriptions are not established for instructional personnel (i.e., faculty and adjunct faculty). Position Description is synonymous with any reference to “job description” in applicable Board Policies, College Regulations, College Handbooks, and Collective Bargaining Agreements.

Application:

1. The Human Resources Department, in collaboration with the appropriate Area, Division and Department Heads, will establish descriptions for every position within each respective area/department and will revise existing position descriptions to reflect current requirements.
2. In collaboration with Area and/or Department Head, the Human Resources Department will establish the appropriate classification for each position with a determination of the title, grade and level to be assigned. Other aspects of the position description will be developed in cooperation with the Area, Division and Department Heads.
3. The minimum acceptable qualifications identified for the position must ensure that the related duties and responsibilities can be adequately fulfilled.
4. The Bargaining Unit Representatives, where labor contracts provide, may tender recommendations on proposed changes; however, position descriptions are not subject to negotiation.
5. With the exception of faculty and adjunct faculty instructional personnel, no individual will be employed in a regular position without an approved position description.
6. Position descriptions will follow a format as established by the Department of Human Resources and shall contain at least the following:
 - (a) Title
 - (b) Classification
 - (c) FLSA Exemption Status
 - (d) Area and Function
 - (e) Characteristics, Duties and Responsibilities
 - (f) Supervision Received and Given
 - (g) Minimum Acceptable Qualifications
 - (h) Additional Desirable Qualifications (optional)
 - (i) Additional Requirements (optional)
 - (j) Date Established or Revised
 - (k) American with Disabilities Act (ADA) requirements

7. The Human Resources Department will establish and maintain the official College file of position descriptions. New and revised position descriptions will be provided by the Human Resources Department as follows:

- (a) Area Head
- (b) Division/Department Heads
- (c) Appropriate Bargaining Unit
- (d) Incumbent Employee

Responsible Official(s): Department of Human Resources	Reference(s): New Jersey Statutes: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17, 6/24	Attachment(s):

Essex County College

College Regulation

REG 4-7 WORKER'S COMPENSATION BENEFITS

Purpose:

To provide benefits to workers for injuries arising out of and in the course of employment. To ensure that provisions are in accordance with requirements of the State of New Jersey Worker's Compensation laws.

Definition(s):

Worker's Compensation is a system created by the New Jersey Legislature that provides benefits to workers who are injured at or during the course of their employment or who have an occupational disease arising out of their employment. The available benefits include medical treatment, temporary disability benefits and compensation for a resulting permanent disability. In the event of the death of an injured worker, the benefits may be payable to the family of the worker.

Application:

1. The College requires immediate and formal reporting of accidents and injuries to the Public Safety Department and to the employee's Supervisor unless the extent of the injury will not permit such reporting. In such case, reporting should be done as soon after the occurrence as possible. The Public Safety Department shall complete the report and notify the Department of Human Resources as soon as practicable.
2. If an injured employee is disabled for a period of more than seven (7) consecutive days, the employee may be eligible to receive benefits pursuant to New Jersey's Worker's Compensation Law.
3. As appropriate, the Department of Human Resources will notify the College's insurance carrier and will adhere to the requirements of the College's worker's compensation policy.
4. The Department of Human Resources is responsible for implementation of this Regulation and for taking appropriate action regarding job-related accidents involving employees of the College.

Responsible Official(s): Department of Human Resources	Reference:
Regulation History: 11/95, 10/01, 7/11, 4/24	Attachment(s):

Essex County College

College Regulation

REG 4-8 EMPLOYEE RECRUITMENT

Purpose:

To ensure that applicants for employment are provided with equal access and opportunity for any and all position vacancies.

Definition(s):

Personnel Requisition: The requisition process serves the purpose of securing clearance for the budget and position description (as defined in REG 4-6), and authorization for posting and advertising the position vacancy.

Job Opportunities: A listing of full and part time job openings used in advertising and recruiting for position vacancies and made available electronically via the College website.

Regular Employee: Personnel employed as full-time staff designated to work thirty-five (35) hours or more per week for twelve (12) months except in the case of those employees (Faculty) who engage in activities where the regular and normal work schedule is based on an academic year. Regular employees include professional and non-professional personnel as outlined in REG 4-2.

Application:**Requisition:**

1. The hiring department is charged with the responsibility of notifying the respective Area Head of all new or open positions. A Personnel Requisition Form and an updated Position Description must accompany such notifications. The position description must be prepared in accordance with REG. 4-6 Position Description.
2. The Area Head shall review requisition requests to ensure that the position is consistent with funding, program, grant, department, or other related guidelines.
3. The Human Resources Department shall review requisition requests to ensure that existing positions are vacant and that the position description adheres to position classifications and other stipulated requirements.
4. The Financial Affairs Area shall review requisition requests to ensure compliance with funding guidelines and approved budgeted position lines and shall submit requisition requests for the President's approval.
5. The President shall review and approve requisition requests. Requisition requests not approved by the President shall be returned with supporting documentation to the Area Head by the Department of Human Resources. Notification of approved requests shall be made by the Human Resources Department.

Recruitment:

1. The Human Resources Department shall post all approved position request as a Job Opportunities. Each announcement shall be posted for a minimum of two (2) weeks and shall not be removed from until the application closing date has been reached. Each posting announcement shall contain at a minimum the position title, classification (i.e., level and grade), bargaining unit, department, discipline, minimal education degree or certification requirements, salary requirements, and the application closing date. The Position Description for each posted announcement shall be on file and made available in the Human Resources Department.
2. The Human Resources Department, in collaboration with the respective Area Head, shall determine whether the approved position is to be advertised via external sources. External announcements shall be circulated in accordance with Equal Employment Affirmative Action guidelines.
3. The Human Resources Department is charged with the responsibility of tracking the applications received for each announcement and developing an affirmative action profile for each position upon the selection of a candidate. Applications will be maintained on file in the Human Resources Department in accordance with mandated federal, state and local guidelines.
4. Applications are to be completed and submitted via the designated area on the College website. Upon electronic submission of an application, applicants shall receive an electronic acknowledgement. The Human Resources Department shall screen and transmit to the hiring department, or the respective Area Head, those applications received by the department that meet the minimal qualifications and education requirements.
5. The initiating department, in collaboration with the Department of Human Resources, the respective Area Head and Search Committee, shall ensure that all applications received are screened based on the requirements stipulated in the Position Description, and that all questions directed to the applicants are related to the position for which they have applied and comply with mandated federal, state, and local guidelines.

Selection:

6. The initiating department, in collaboration with the Department of Human Resources, the respective Area Head and Search Committee, shall select the appropriate candidate for the position. The hiring department shall recommend the candidate for appointment. An affirmative action profile in accordance with REG 4-2 shall be prepared by the Human Resources Department and contain the name, gender, ethnicity and educational credentials of each applicant interviewed for the position.
7. No commitment for appointment, reappointment or other related job change of any personnel shall be given, nor shall any such prospective employee commence work, without approval by the President and/or Board of Trustees.

Responsible Official(s):	Reference: New Jersey Statute: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17	Attachment(s):

Essex County College College Regulation

REG 4-9 RESERVED

Purpose:

[RESERVED]

Application:

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History:	Attachment(s):

Essex County College College Regulation

REG 4-10 COMPENSATION ADJUSTMENTS

Purpose:

To establish the authority, responsibility, and structure for computing salary and wage changes within the College.

Definition(s):

Salary/Wage Change. A change in an employee's remuneration or monetary compensation. A change in remuneration may result in an increase or a decrease to the employee's salary or hourly wage. Salary/ wage changes include but are not limited to the following: awards, contractual increments, longevity increments, salary adjustments, salary increases, stipends, supplements, or other job related compensation changes.

Application:

1. The Human Resources Department is charged with the responsibility of ensuring that any salary/wage change is in compliance with College guidelines and the respective collective bargaining agreement (CBA) and for certifying such compliance for the Financial Affairs Area.
2. The Financial Affairs Area is charged with the responsibility of ensuring that any salary/wage change is in compliance with approved department, program, grant and college-wide funding guidelines, and with the respective collective bargaining agreement (CBA).
3. A salary/wage change for an individual employee shall be recommended by the supervising department for Area Head approval. The Area Head shall review the request to ensure that the salary/wage change is in compliance with approved department, program and grant funding guidelines. A salary/wage change for an individual employee shall be processed in accordance with college regulations. (See REGs 4-2, 4-11)

A salary/wage change shall be reviewed and executed by the Department of Human Resources. The Human Resources Department shall prepare and certify to the Financial Affairs Area a listing the base salaries/wages of the appropriate individual employees.

4. The President shall review and approve all salary/wage changes in accordance with college regulations. (See REGs 4-2, 4-11).
5. Actions requiring Board of Trustees' approval shall be moved in accordance with college regulations. (See REGs 4-2, 4-11).
6. No commitment of salary/wage change shall be given, nor shall any such payment be made, without approval by the President and/or Board of Trustees.

Responsible Official(s):	Reference: N.J.S.A. 18A: 64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17	Attachment(s):

Essex County College College Regulation

REG 4-11 PERSONNEL EMPLOYMENT ACTIONS

Purpose:

To ensure that appointments, reappointments, and other related job and compensation changes are processed in accordance with established College regulations and procedures.

Definition(s):

Personnel Action. Any appointment, reappointment, or other change in employment status or compensation submitted for action and approval.

Application:

1. Personnel actions shall be processed in accordance with college regulations contained in college regulations. (See REGs 4-2, 4-10)
2. The department shall supply required information and supporting documentation for Area Head approval. The Area Head shall review such actions to ensure that relevant information is consistent with program, grant, department and other related guidelines. For personnel employment request in question, the initiating department shall consult with the Area Head and Human Resources Department for appropriate action as necessary.
3. The Human Resources Department shall review recommended actions to ensure that relevant information is consistent with stipulated requirements.
4. The Financial Affairs Area shall review recommended actions to ensure compliance with funding guidelines and approved budgeted position lines, and submit for the President's approval.
5. The President shall review and approve actions requiring presidential approval, and move for Board of Trustees' approval in accordance with college regulations. (See REG 4-2, 4-10)
6. No commitment for appointment, reappointment, or other related job or compensation change of any personnel shall be given, nor shall any such prospective employee commence work, without approval by the President and/or Board of Trustees.
7. Notification of approved actions shall be made by the Human Resources Department to the recommended candidates, relevant areas and departments.

Responsible Official(s):	Reference(s): New Jersey Statutes: <i>N.J.S.A.</i> 18A64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17	Attachment(s):

Essex County College

College Regulation

REG 4-12 TIME AND ATTENDANCE MANAGEMENT

Purpose:

To ensure accurate recording of time and attendance of all College employees for the purpose of maintaining up to date employee records and accurate calculation of remuneration.

Definitions:

Hourly Employees: Employees who are compensated at an hourly wage rate for time worked.

Non-Hourly Employees: Employees who are compensated based on an annual salary for time worked.

Application:

1. All employees shall be required to record their time and attendance in accordance with College guidelines and current time and attendance devices or systems. The Department of Human Resources is charged with the responsibility of overseeing the implementation of time and attendance at the College in accordance with the Employee Handbook and relevant Collective Bargaining Agreements ("CBAs").
2. All employees are subject to the time and attendance requirements of the College.
3. Hourly employees shall be required to record their time and attendance on a daily basis.
4. Supervisors are charged with the responsibility to monitor and apply necessary adjustments to their respective employees' time and attendance records. The Department of Human Resources shall serve as the repository for all time and attendance records.
5. When submittal requirement varies because of holiday schedules and other College closings, the Department of Human Resources or the Office of the Comptroller shall circulate advanced notice to all supervisory personnel.
6. All absences are to be reported to the Supervisor or Area Head. Absences include, but are not limited to medical, non-medical, bereavement, off-site conference/workshop, overtime, compensatory time, and any other excused and unexcused absences.
7. Failure to record and/or submit time and attendance by the required deadline may result in progressive disciplinary action by the Supervisor or Area Head.

Responsible Official(s): Department of Human Resources, Office of the Comptroller	Reference(s): N.J.S.A. 18A:64a-12(0)
Regulation History: 11/95, 10/01,12/10, 3/17, 6/24	Attachment(s):

Essex County College College Regulation

REG 4-13 RESERVED

Purpose:

[RESERVED]

Application:

Responsible Official(s):	Reference: New Jersey Statutes: <i>N.J.S.A.</i> 18A64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10	Attachment(s):

**Essex County College
College Regulation**

REG 4-14 RESERVED

Purpose:	[RESERVED]
Application:	

Responsible Official(s):	Reference:
Regulation History:	Attachment(s):

Essex County College

College Regulation

REG 4-15 OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS

Purpose:

To provide the public with timely, orderly, and efficient access to government records in accordance with the State of New Jersey Open Public Records Act (OPRA).

Definition(s):

Custodian of Records: Person officially designated by the College to direct the implementation of OPRA rules and regulations.

Government Records: A government record is defined by law as “any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of official business by any officer, commission, agency or authority of the State or of any political subdivision thereof, including subordinate boards thereof, or that has been received in the course of official business by any such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof. The terms shall not include inter-agency or intra-agency advisory, consultative, or deliberative material.”

Exemption: A government record shall not include information which is deemed to be confidential for the purposes of P.L.1963, c.73 (C.47:1A-1 et seq.) as amended and supplemented (i.e. Social Security numbers, drivers’ license, employee identification number, deliberative materials, emergency security information, and information about sexual harassment or other grievances).

Application:

1. The Compliance Associate, or in the absence of the Compliance Associate, a designee of the Office of Compliance and Equity shall serve as the Custodian of Records for the purpose of this regulation.
2. The Custodian of Records must comply with the request for a public record based on the timelines and procedures dictated by law.
3. Employees of the College shall direct any OPRA request in their possession to the Custodian of Records immediately upon receipt.
4. Employees of the College shall assume responsibility of producing appropriate, responsive records from their Area/Office, in advance of the statutory deadline, when a request for such records is made by the Custodian of Records.
5. The Custodian of Records shall adopt and make available to the public, a form for requesting access to a public record.
6. The Custodian of Records shall receive OPRA requests electronically or by mail. The process for making OPRA requests can be found on the College’s website, at www.essex.edu/opra.
7. Unless exempted, a government record shall be readily accessible for inspection, copying, or examination by the citizens, with certain exceptions and any limitations on the right of access accorded by law.
8. Notwithstanding the provisions of statutes as amended and supplemented, or any other law to the contrary, the Custodian shall not comply with an anonymous request for a government record which is protected under the provisions of New Jersey Statutes.
9. Pursuant to OPRA ((N.J.S.A. 47:1A-5. b)), the Custodian of Records may apply fees for any extraordinary expenditure of time, effort, amount of copies to accommodate a request.

Responsible Official(s): Office of Compliance and Equity	Reference(s): <i>N.J.S.A.</i> 18A:64A-12(o); Board Policy: BP 2-9
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/22, 10/23	Attachment(s):

Essex County College

College Regulation

REG 4-16 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Purpose:

To ensure compliance with federal, state and local laws prohibiting job discrimination.

Definitions:

Affirmative Action (AA). The term Affirmative Action describes any action taken to increase the representation of women and minorities in areas of employment, education, and business from which they have been historically excluded.

Equal Employment Opportunity (EEO). Equal Employment Opportunity assures equality opportunity for all employees and applicants in employment without regard race, creed, color, national origin, age, marital status, familial status, affectional or sexual orientation, disability, gender identity or expression, genetic information, liability for military service, or any other category protected by applicable law. Applicable laws include, but is not limited to:

- Title VII of the Civil Rights Act of 1964
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967 (ADEA)
- Rehabilitation Act of 1973. Section 504
- Titles I and V of the Americans with Disabilities Act of 1990 (ADA)
- Civil Rights Act of 1991
- The Pregnancy Discrimination Act
- The Genetic Information Nondiscrimination Act of 2008 (GINA)

New Jersey Law Against Discrimination (NJLAD). The New Jersey Law Against Discrimination prohibits employers from discriminating in any job-related action, including recruitment, interviewing, hiring, promotions, discharge, compensation, and the terms, conditions, and privileges of employment based on any protected categories. These protected categories are race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information liability for military service, or mental or physical disability including AIDS and HIV related illnesses.

Application:

The College shall not discriminate and shall take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of any protected group.

Specific levels of responsibility have been established to direct and oversee the College's EEO/AA policy:

1. The Board of Trustees' Affirmative Action Committee shall assist the President and the Affirmative Action Officer in coordinating, reviewing, and reinforcing the Affirmative Action Plan of the College.

2. The President shall have the ultimate responsibility of ensuring that Equal Employment Opportunity/Affirmative Action (EEO/AA) procedures and goals comply with College policy and statutory mandates.

3. The Department of Human Resources shall oversee the monitoring efforts and assures affirmative equality of opportunity shall be afforded to all employees and applicants for employment.

4. Members of the President's Cabinet shall interpret the College's EEO/AA for faculty and staff personnel, and shall ensure that all departmental personnel act in accordance with established EEO/AA standards and guidelines.

5. Administrative, managerial and other supervisory personnel shall be responsible to ensure that their employment practices and decisions comply with principles and mandates embodied in laws governing discrimination.

6. Employees shall be responsible for bringing to the attention of the Affirmative Action Officer any employment decisions that they feel conflict with the College's Affirmative Action Plan or mandates of state or federal law.

Reporting possible violations:

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Title IX/504

Nicole Conforti

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Responsible Official(s): Department of Human Resources	Reference: N.J.S.A. 18A:64A-12; NJLAD, Title VII, Equal Pay Act 1963, et al.
Regulation History: App. 11/95 Rev. 10/01, 12/10, 3/17,9/22, 9/24	Attachment(s):

Essex County College

College Regulation

REG 4-17 DRUG AND ALCOHOL-FREE WORKPLACE POLICY

Purpose:

To maintain a drug and alcohol-free workplace and comply with the requirements of the Drug-Free Workplace Act of 1998 and any subsequent amendments, as well as applicable Federal and State cannabis laws and regulations.

Definition(s):

Controlled Substances: Drugs or substances as defined by the Drug-Free Workplace Act of 1998 and the New Jersey Dangerous Substances Law, and which include narcotics, opiates, cannabis, hallucinogens, depressants, stimulants; and any drugs, substances or compounds, whose use, possession, or transfer are restricted or prohibited by law.

Intoxicating/Alcoholic Beverages: Any fluid, or solid capable of being converted into a fluid, having an alcohol content of more than one-half of one per centum (1/2 of 1%) by volume, including but not limited to alcohol, beer, wine, and distilled liquors.

Application:

Essex County College prohibits the possession, use, dispensation, distribution, or manufacture of controlled substances and intoxicating/alcoholic beverages on College premises or work sites.

The College shall take whatever measures deemed appropriate and necessary to maintain a drug and alcohol-free workplace.

Employees with drug and/or alcohol problems are encouraged to seek assistance from the Employee Assistance Program (EAP) designated personnel and/or third-party service.

1. EDUCATIONAL COMPONENT

The College's EAP shall, provide periodic information to faculty, staff and student employees regarding the College's DRUG AND ALCOHOL-FREE WORKPLACE POLICY, the dangers of drug and alcohol abuse on campus and in the workplace, the availability of drug and/or alcohol abuse counseling and rehabilitation referrals, and penalties for violation(s) of the policy.

2. PREVENTIVE COMPONENT

The College's EAP shall, to the extent feasible, provide the workforce continuing awareness programs concerning the harmful effects of drug and alcohol abuse.

3. MANAGEMENT COMPONENT

- (a) Employees shall be provided with the College's DRUG AND ALCOHOL-FREE WORKPLACE POLICY, and notified of penalties for violation(s) thereof; the dangers of drug and alcohol abuse in the workplace and the availability of counseling and assistance for those in need of such help.

- (b) To ensure compliance with applicable laws, regulations, and requirements, reasonable suspicion screening may be conducted to determine if an employee is under the influence of alcohol or drugs that could adversely affect the employee's job performance.
- (c) Employees shall be advised that, as a condition of employment:
 - i. They must abide by the terms of the policy.
 - ii. That, if convicted of any criminal drug statute violation under federal, state or local law, who accepts a plea to a lesser offense, pleads guilty, or pleads nolo contendere (i.e., no contest) to such charges must inform the college in writing within five (5) days of the conviction or plea. Failure to do so shall result in disciplinary action, including termination from employment for a first offense.
 - iii. That, any conviction of a grant-supported employee shall be reported to the applicable funding agency, if required by the grant or funding agency, within ten (10) days of receiving such notice of conviction.
- (d) Any employee who violates this regulation shall be subject to disciplinary action including but not limited to suspension, satisfactory completion of a drug abuse assistance or rehabilitation program, or discharge.

Responsible Official(s): Human Resources

**Reference: U.S.C. SEC. 701 et seq.
N.J.S.A. 18A:64A-12(o)**

**Regulation History: App. 11/95,
Rev. 10/01, 12/10, 3/17, 04/23**

Attachment(s):

Essex County College College Regulation

REG 4-18 RELEASE OF PERSONNEL DATA

Purpose:

To establish standards governing release of personnel data.

Application:**1. INFORMATION IN THE PUBLIC DOMAIN**

Any information which has been published by the College in any official, unrestricted, non-conditional format shall be considered in the Public Domain.

2. PERSONNEL DATA

All information on trustees, employees or students which may exist in College files for internal use shall not be released to outside parties except pursuant to a written request by, or with the prior written consent of, the individual to whom the information pertains, or unless otherwise authorized by statute.

3. VALID SUBPOENA

Upon receipt of a subpoena by the College on any student, employee, or officer thereof, the Office of the General Counsel shall make the determination whether the subpoena is valid and whether consultation with outside Counsel is needed. The Office of the General Counsel shall direct the appropriate Area and/or Department Head to respond to the subpoena.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17	Attachment(s):

Essex County College

College Regulation

REG 4-19 COLLEGE VOLUNTEERS AND INTERNS

Purpose:

To establish a uniform and comprehensive system of managing volunteers and interns who perform various services for the College. For purpose of this Regulation the following categories of individuals are expressly excluded: Members of the Board of Trustees; Advisory Board Members; Guest Lecturers; Guest "Celebrities", or any other person who offers services to the College Community and who at the discretion of the President is deemed to be exempt from this Regulation.

Definition(s):

Employee – For purposes of this Regulation, an employee is a person in the service of the College under any contract of hire, express or implied, oral or written, where the College has the right to control and direct the employee in the material details of how the work is to be performed in exchange for salary or wages.

Volunteer – For purposes of this Regulation, a volunteer is a person who gives their services without any express or implied promise of remuneration or any expectation of remuneration; specifically, salary, wages, or any other type of monetary compensation and/or insurance or other type of benefits. Volunteers must be over the age of 18, unless express permission is given by their parents/guardians.

Intern – For purposes of this Regulation, an intern is a person who gives their services without any express or implied promise of remuneration or any expectation of remuneration; specifically, salary, wages, or any other type of monetary compensation and/or insurance or other type of benefits, excluding an approved stipend. Interns must be over the age of 18, unless express permission is given by their parents/guardians.

Application:

1. No employee of the College may recruit or solicit any individual, group of individuals, or organization to volunteer or intern to perform any services for the College, whether said service is to be performed on or off-campus, without first obtaining the written consent of the Area Head and the Department of Human Resources.
2. During the initial meeting with the prospective volunteer(s) or intern(s), an employee from the initiating department shall expressly state the following: (1) the volunteer or intern will receive no compensation for any duties performed nor will they receive any benefits or privileges received by employees of the College; however a stipend may be granted for an intern at the recommendation of the respective Area Head and approval of the President; (2) under no circumstances shall any volunteer or intern represent themselves as an employee of the College; and (3) being a volunteer or intern at the College is not a prerequisite to employment nor does it guarantee any preferential treatment in the event that a position becomes available.
3. Each department seeking volunteers or interns shall obtain the requisite approvals and complete the necessary form(s). The initiating department shall submit the completed forms to the Department of Human Resources. The Department of Human Resources will process and approve the forms unless a requirement has not been met. Every effort will be made by the initiating department for a volunteer or intern to cure any defects with their forms. The appropriate employee from the initiating department may contact the prospective volunteer(s) or intern(s) after HR has processed and approved their forms.

4. Interns may receive credit for an Essex County College internship upon written agreement by the Area Head. Interns who receive credit are responsible to provide all necessary documentation from their college, university, or school to the initiating department. At recommendation of the respective Area Head and approval of the President, an intern may receive a stipend for their internship.
5. All persons selected as volunteers or interns shall be required to sign a waiver hold harmless agreement, and shall provide the College with basic identification information, and the name and telephone number of a person to contact in case of emergency. Each volunteer or intern shall receive a statement containing a brief description of the services to be performed, the department where the volunteer or intern will report, and the limited period of time the volunteer or intern will be at the College. These documents shall be housed by the Department of Human Resources. The Department of Human Resources shall retain all forms and documentation pertaining to volunteers and interns.
6. All volunteers and interns shall receive an orientation from the initiating department per the direction of Human Resources. The orientation shall provide the volunteer or intern with an overview of the College and provide information concerning security, the Drug and Alcohol-Free Workplace Policy, the Sexual Harassment Policy, FERPA, and any other applicable workplace policies and departmental information.

Responsible Official(s): Department of Human Resources	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 3/93, Rev. 10/01, 12/10, 3/17, 4/24	Attachment(s):

Essex County College

College Regulation

REG 4-20 EMPLOYMENT OF GRANT FUNDED EMPLOYEES

Purpose:

To clarify the employment status of grant-funded personnel at the College and to ensure that College funds are not used to compensate personnel employed for grant activities unless approved by the President and the Board of Trustees.

Application:

1. An official award notification and a grant budget approved by the President shall be received by the Grants Accounting Office before a personnel appointment shall be made.
2. The appointment, reappointment or other related job or compensation changes of grant funded employees shall be contingent upon the availability of sufficient grant funds.
3. Documents recommending grant funded personnel appointments, reappointment or other related job or compensation changes shall appropriately identify the grant; state the source of the grant; verify that the request coincides with the dates of the grant; indicate that matching funds are identified and that the employee understands the terms and conditions of the grant funded appointment, reappointment or other related job or compensation change.
4. In accordance with the terms of appropriate labor agreements, grant funded employees shall be properly notified of the conditions regarding possible reappointment at the appropriate time.
5. Ninety (90) days prior to the expiration of any grant, Human Resources Department shall inform Area Heads of the employees of the grant funded program who shall be terminated effective the close of business the last day of the grant funding.
6. Grant funded program personnel shall be continued, contingent upon the availability of sufficient grant funds, providing that the renewal award letter is received and a program budget has been reviewed by the Office of Grants Accounting and approved by the President.
7. College funded employees whose employment is solely related to the continuation of a grant shall be subject to the conditions of this regulation. These employees shall be duly notified of their employment status by the Human Resources Department at initial hiring and at reappointment.
8. If the College receives a grant award renewal notification subsequent to the termination date of the grant, a notice shall be forwarded by the Human Resources Department to the affected grant personnel. This notice shall include a salary offer not to exceed the funding level of the grant. Employees so notified shall be given ten (10) working days in which to respond to the notice, after which time the College shall advertise the position should no responses be received.
9. The President shall review and approve actions requiring presidential approval, and moved for Board of Trustees' approval in accordance with college regulations. (See REGs 4-2, 4-10, 4-11)
10. No commitment for appointment, reappointment, or other related job or compensation change of grant-funded personnel shall be given, nor shall any such prospective employee commence work, without approval by the President and/or Board of Trustees.

11. Notification of approved actions shall be made in accordance with college regulations. (See REG 4-11)

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 10/09, 3/17	Attachment(s):

Essex County College College Regulation

REG 4-21 BACKGROUND CHECKS

Purpose:

Essex County College or ("ECC") is committed providing a safe and secure learning and working environment for its students, faculty, and staff. This policy sets forth Essex County College's procedures for conducting pre-employment background checks for all final candidates for regular and temporary positions at the College who are 18 years of age or older. Background checks and verification of other background information is a condition of employment at Essex County College.

Definitions:

1. Finalist: Individual who is determined to be the final candidate for a regular or temporary position at ECC.
2. Background check shall include, but will not be limited to: Checking or verifying any or all parts of the Finalist's employment, educational, criminal, sex and violent offender, license, and/or credit histories. The nature and scope of the background check will be determined by Essex County College and will be appropriate to the position. The background checks in this policy may be conducted by Essex County College or a vendor.
3. Credit history check: Checking the credit history of the Finalist, if required for the position.
4. Criminal history check: Verifying that the selected Finalist does not have any undisclosed criminal history in at the local, county, state and federal levels where the Finalist currently resides or has resided within the past seven (7) years. The check may include felony or misdemeanor convictions or pleas which are acknowledgements of responsibility (e.g., plea of guilty, no contest or nolo contendere) and which have not been annulled or sealed. Criminal convictions or pleas will not automatically exclude a Finalist from consideration for employment unless they are related to the position offered and the decision not to hire is consistent with business necessity.
5. Educational history check: Verifying that the Finalist possesses the relevant educational credentials cited or listed in the Finalist's application, resume or curriculum vitae.
6. Employment history check: Verifying that the Finalist worked in the positions cited or listed in the Finalist's application, resume or curriculum vitae. The employment history check is not a substitute for Human Resources or the hiring committee from checking employment references prior to extending an offer of employment.
7. License history check: Verifying the licenses cited or listed in the Finalist's application, curriculum vitae, resume, or cover letter, including that the license is current and that Finalist is in "good standing" with respect to all licenses required for the position.
8. Prohibited Parties: Means specially designated nationals, terrorists, narcotics traffickers, blocked persons and parties subject to various economic sanctioned programs who are forbidden from conducting business in the United States, as well as entities subject to license requirements because of their proliferation of weapons of mass destruction.

9. Sex offender registry check: Verifying that the Finalist does not have undisclosed convictions of sex crimes in every jurisdiction where the finalist currently resides or has resided in the past seven (7) years. This check is prohibited until after the first interview.
10. Social Security Verification: Validates the Finalist's Social Security number, date of birth and former address(es).
11. Other checks: Checks determined to be necessary for the position by Human Resources or the hiring committee such as motor vehicle history, social and print media search, and internet search.

Application:

1. All offers of employment are conditional such that a Finalist cannot commence employment until the completion of a background check and the results are deemed acceptable by ECC.
2. Finalists must sign a form authorizing ECC or its designated vendor to complete the identified background check commensurate with the position. Additionally, all Finalists must complete an employment application and all other pre-employment documents.
3. After an applicant is considered a Finalist, Human Resources will commence the appropriate background check for the position which may include, but is not limited to a: a credit history check, social security verification, criminal history check, educational history check, employment history check, license history check, sex offender registry checks, and prohibited persons check. Nothing in this Regulation shall preclude a Finalist from undergoing additional background checks required by state or federal law.
4. If the results of a background check contain unfavorable information, Human Resources shall provide the Finalist a copy of the report and a copy of the appropriate documents related to the Fair Credit Reporting Act (FCRA) advising the Finalist of their rights under FCRA. ECC may ask the Finalist to explain in writing any information deemed unfavorable in the background check report. Human Resources will consult with the Office of the General Counsel regarding all background checks that yield unfavorable results.
5. If a decision not to hire a Finalist is made based on the results of a background check, Human Resources will provide the Finalist the name and contact details of the consumer reporting agency and advise the Finalist of the right to dispute the accuracy of the report by contacting the consumer reporting agency.
6. Background check information is considered confidential and ECC will take steps to limit disclosure unless such disclosure is required for a business necessity or by law. All confidential personnel information is maintained in a file separate from employees' personnel files. ECC will comply with all relevant record retention laws with respect to personnel files.
7. Falsification, misrepresentation, or failure to disclose relevant information as part of an applicant's submission of employment to ECC will disqualify the applicant, including a Finalist, from employment consideration or may result in the rescission of an offer of employment. If the Finalist is a current employee, falsification may also subject the individual to disciplinary action up to and including termination.
8. Information discovered through the background check process will be used solely for the purpose of a Finalist's employment and will not be used to discriminate against a finalist on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression,

national origin, genetic information, marital/familial status, disability, military, veteran status, or any other protected status.

Responsible Official(s):
Director of Human Resources

Reference(s): N.J.S.A. 34:6B-11 et seq.;
N.J.S.A. 34:6B-14; 15 U.S.C. 1681 et seq.

Regulation History: App. 9/22

Attachment(s):

Essex County College College Regulation

REG 4-22 RESERVED

Purpose:

[RESERVED]

Application:

Responsible Official(s):	Reference:
Regulation History:	Attachment(s):

Essex County College College Regulation

REG 4-24 RESERVED

Purpose:

[RESERVED]

Application:

Responsible Official(s):	Reference:
Regulation History:	Attachment(s):

Essex County College College Regulations

Chapter 5

Essex County College College Regulation

REG 5-1 REGISTRATION

Purpose:

To regulate the process by which students register for credit courses and to ensure that transactional and demographic enrollment data is properly recorded and maintained.

Application:

1. Registration process for students of all accredited programs offered at Essex County College will be coordinated by designated representatives of the Office of the Dean of Student Affairs in conjunction with the Enrollment Management Team and the Instructional Council.
2. Representatives from Student Affairs, Academic Affairs, Business Affairs, Continuing Education and Institutional Computing Department will meet before and after each scheduled registration period, and as needed, to review policies and procedures.
3. Registration dates will be established by the College Calendar Committee and approved by the Instructional Council.
4. All registration transactions should be completed and enrollment data available to appropriate offices ten class days (Fall/Spring semesters) and five class days (Summer term) after the initial course meeting.

Responsible Official(s): Dean of Student Affairs	Reference: <i>N.J.S.A. 18A:64A-12(o)</i>
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG. 5-2 ADMISSION TO THE COLLEGE

Purpose:

To establish the process by which students are admitted into Essex County College.

Application:

1. Essex County College is an open-door institution which grants admission to all students who:
 - are 18 years of age or older or show college readiness,
 - are a high school graduate or holder of an equivalent diploma or participate in the High School Dual Enrollment/ Pre-College Readiness Program.

Applicants who completed high school but are under 18 are considered college-ready and eligible for Admission.

Essex County College does not discriminate in admission or access to its programs and activities based on race/color, national origin, religion/creed, disability, age, marital status, sex, gender, sexual orientation, or veteran status.

Enrollment of students Under the Age of 18 with a high school diploma:

- Under the age of 18
- Completed high school diploma or equivalent

Applicants who completed high school or plan to complete high school but are under the age of 18 before starting classes should apply for Admission.

Enrollment of Students Under the Age of 18 without a High School Diploma:

- Under the age of 18
- Attending high school or homeschooled
- Not enrolled in Essex County College high school programs - Submit required documentation/form with the Pre-College Readiness Program

2. The College recognizes the following admissions categories as full-time (registered for 12 or more credits per fall & spring semesters) or part-time (registered for less than 12 credits per fall & spring semesters).
 - i. Matriculated Students: Students officially enrolled in programs of study leading to a degree and/or certificate: classified as a Freshman, Transfer, International, Adult Learner, Readmit, or Veteran.
 - ii. Non-matriculated Students: Students taking credit courses without the intention of earning a degree for personal interest, career advancement, enrichment, or transfer to another college/university for matriculation. Non-matriculated students are not eligible for financial aid. It is recommended that non-matriculated students enroll in no more than two courses per semester after 12 credits. A non-matriculated student who wishes to apply for matriculation to pursue a degree must complete an admissions application and meet with an academic advisor to review the degree requirements and complete the paperwork for matriculation.

- iii. Visiting Students: Students who are matriculated at another college/university and take limited credit courses at ECC. Visiting students do not plan to pursue a degree; they take pre-requisites or course equivalents to transfer credits to their original institution of attendance.
 - iv. Transfer Students: A student who leaves their original institution of attendance with course credits and is admitted to ECC to pursue a degree.
 - v. Readmitted Students: An admitted student pursuing a degree who was previously enrolled at ECC but has not had any attendance at ECC for three or more years. Students are considered active in the College record-keeping system for up to three consecutive years of absence.
3. The Open Admissions policy does not apply to persons seeking degrees or certificates from the Nursing and Allied Health programs, as special admissions requirements apply. Students can be admitted to the Nursing and Allied Health programs only by approval of the program admissions committee and after satisfactory completion of the pre-major requirements.
4. Placement testing determines placement in college-level or developmental courses when students are admitted to ECC. Exceptions from Placement Testing:
- Students who have earned an A.S. or B.A./B.S. degree from a U.S. college.
 - Students who have attended another college in the U.S. and have earned college credit in English Composition and college-level Mathematics.
 - Students who have SAT scores in critical reading and Mathematics sections of the test meet the cutoff determined by the Office of Testing.
 - Students who have ACT scores in the Mathematics sections of the test that meet the cutoff determined by the Office of Testing.
 - Students with Advanced Placement scores in English and Mathematics, as determined by the Office of Testing.
 - Students who completed developmental English and Mathematics at another college.
 - Students eligible for waivers through Multiple Measures must submit eligible documents, i.e., high school transcripts and standardized test scores.

Students can transfer placement scores from another college if the test is ACCPULACER/COMPANION sections Reading, Essay, Arithmetic, and Algebra taken no more than three years before application to Essex County College.

All appropriate documentation must be provided to the Office of Enrollment Services.

False and misleading information on an application may result in immediate dismissal from the College.

Responsible Official(s): Office of Enrollment Services	Reference: <i>N.J.S.A. 18A:64A-12(o)</i>
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17, 12/23	Attachment(s):

Essex County College

College Regulation

REG 5-3 CROSS-REGISTRATION WITH OTHER PUBLIC INSTITUTIONS OF HIGHER EDUCATION

Purpose:

To provide and facilitate the free exchange of educational experiences between public institutions of higher education and their students.

Definition(s):

Home School – The institution where the individual student is matriculated and expects to receive their degree.

Host School – The institution that will be supplying the instructional service.

Application:

1. Enrollment Services will be responsible for the cross registration between Essex County College and other public institutions of higher education.
2. Cross-registration will be accepted only if approved by the Academic Division Chairperson and the Academic Dean.
3. The Comptroller will be responsible for the proper billing and remittance of funds necessary to comply with the cross registration agreement for the other public institutions of higher education.
4. For purposes of payment, Essex County College shall collect its Home School tuition at its own rate, and shall remit same to Host School upon receipt of a bill from that institution. Colleges engaging in such student exchanges with Essex County College shall be reimbursed at the Essex County College rate, regardless of the Host School's rate.
5. Agreements permitting cross-registration, which are consistent with this Regulation, shall be negotiated with Host Schools by the Office of Academic Affairs and the Office of Student Affairs and approved by the Cabinet prior to any student exchange. These agreements shall be given to the Office of Enrollment Services and the Comptroller, who shall maintain them on file.
6. Nothing in this Regulation shall be construed as prohibiting Host Schools from billing Essex County College students individually for tuition and charges that Host Schools normally make which are beyond the tuition charged at Essex County College.
7. For purposes of recording payment for the "home school" student, the Undergraduate Exchange Registration form and a copy of the Essex County College invoice will be presented to the Bursar's office and such credit will be recorded for the student's invoice.
8. For purposes of recording enrollment, Essex County College shall record only the information when Essex County College serves as "host school."

9. A student from Essex County College will be allowed to attend a participating institution only when the course requested is part of the student's Essex County College degree program and that course is not being offered at ECC either in the semester in which exchange is requested or in the next semester. This requirement may be waived if the student requires the requested course or courses for graduation within one semester and one term.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o), BP-6-1
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 5-4 CREDIT BY EXAMINATION

Purpose:

To establish a process for the Credit by Examination Program at Essex County College allowing students with wide varieties of educational experience to convert this experience into college credit.

Application:

1. The Credit by Examination Program allows students to receive credit for educational experience obtained prior to enrollment in courses as well as to receive advanced placement in academic programs.
2. Credit by Examination will be granted in 100-level courses to registered ECC students who successfully complete an approved standardized examination for a specific subject area. Credit granted for standardized examinations will be recorded as a "CR" and will not be computed in the grade point average. In some instances, it may not be possible to offer credit by examination because an appropriate exam is not available or the instructional strategy of the course does not lend itself to this option.
3. Credit by Examination will be granted for all United States Armed Forces Institute (USAFI) transcripts as determined by the American Council on Education.
4. Students submitting general examination scores from the College-Level Examination Program will be evaluated and granted credit for general education areas according to the American Council on Education recommendations. Enrollment Services in consultation with the academic departments will determine courses for which credit will be granted.

Responsible Official(s): Office of Enrollment Services	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 5-5 RESIDENCE DEFINED

Policy:

To establish standards which govern the tuition rate that will be charged based upon residency.

Application:

1. Enrollment Services, under the auspices of the Dean of Student Affairs, is charged with the responsibility of enforcing the residence definitions and requiring an applicant to provide satisfactory validation of residence at the time of admission. After the student's initial registration at the College, Enrollment Services is charged with the responsibility of enforcing the residence definitions and requiring satisfactory validation of residence.
2. Residence classification for applicants under eighteen years of age shall be assigned according to the permanent residence of their parents, legal guardian or the person from whom they receive their principal support.
3. The following classifications will be used to determine residency.
 - (a) Essex County Residents: To qualify for the in-county tuition rate, students must have continuously resided in the State of New Jersey for at least one year and must have established permanent residency in Essex County for at least one day before the first day of the semester. Students who have established permanent residency in Essex County before the first day of the semester, but have resided in the State of New Jersey for less than a year, will be charged the out of county tuition rate.

Students moving from out-of-county to in-county, and in-county residents who have met the one year state residency requirement, must submit a Change of Address form and a notarized Affidavit of Residency with supporting documents to the Enrollment Services Express before the first day of the semester.
 - (b) Out-of-County-Residents: All other students who have not established permanent residency in Essex County are eligible for the Out of County tuition rate.
4. Military Personnel and/or their dependents who reside in a municipality of Essex County or who reside on a military installation within the county shall be considered residents of Essex County in accordance with the above classifications.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-23
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 5-6 SUBSTANCE ABUSE EDUCATION, PREVENTION AND MANAGEMENT FOR ECC STUDENTS

Purpose:

To establish a program at Essex County College with the goal of promoting a drug-free environment for students and the College community.

Application:

The Essex County College substance abuse programs shall have the following four components: educational, preventive, management, and administration. References to student athletes are noted throughout this Regulation and the attached procedures, because the College is subject to sanctions based on conference rules, which prohibit the use of certain substances. As a result, adherence to this Regulation is of special importance to those who represent the College connection with intercollegiate athletic activities. Prohibited substances are any controlled substances proscribed by Federal or State law including but not limited to amphetamines, barbiturates, alcohol, benzodiazepines, cannabis derivatives, cocaine, opiates, methaqualone and PCP.

1. Educational Components:

- (a) The Substance Abuse Counselor and the Director of Athletics, in concert with an advisory committee, will provide periodic meetings with prospective student athletes, and the student body at large. These meetings will include in-depth educational presentations regarding substance abuse.
- (b) Resources of the College and the community will be utilized in the educational component.

2. Preventive Component:

The advisory and counseling resources of the College and specialized counselors will provide support services to those persons who request guidance and assistance or who are referred.

3. Management Component:

- (a) Referral for substance abuse counseling will be based on observations and recommendations of coaches, athletic staff members, and the College Security Office.
- (b) Student judicial procedures shall be invoked where indicated.
- (c) Testing of student athletes for substance abuse shall occur based on behavioral observations by and recommendation of athletic personnel who have been trained in substance abuse symptomology.
- (d) Testing may be repeated if warranted by observation and recommendation of trained staff and/or treatment facilities.
- (e) Students who test positive for drugs will be subject to sanctions stipulated in the judicial procedures of the College. If the students are athletes, additional sanctions may be imposed in accordance with athletic rules and regulations.

4. Administration:

- (a) A statement of the ECC substance abuse regulation will be provided to all students and circulated for college staff.
- (b) All student athletes shall sign a consent form acknowledging receipt of this regulation.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A-40(a)
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachments(s):

Essex County College College Regulation

REG 5-7 CHILD DEVELOPMENT CENTER PARTICIPATION

Purpose:

To establish eligibility rules and procedures for Child Development Center participation.

Application:

1. The Child Development Center shall be under the administration and supervisory control of the Director, who shall have the right to adopt whatever "Best Practices" and procedures are deemed necessary for proper implementation of the directives contained in this Regulation.
2. Child Development Center enrollment is available to a child whose parent is a college student, a full-time work-study student, college employee or faculty member. Enrollment is based on a first come, first-served basis, provided the parent meets both college and grant eligibility requirements.

Priority will be given to a full-time day student, a part-time day student or Monday – Friday college employee or faculty member. When space is available, day care enrollment will be available to a full or part-time evening students and the community.

3. The parent will be required to:
 - (a) Provide his/her Essex County College bill each semester/term to verify eligibility not later than the day after add-drop activity of the semester or term, or proof of employment at ECC.
 - (b) Immediately report any changes in address or telephone number to the Director.
 - (c) Cooperate with the Center in providing any clothing, materials, or supplies required for the child's use in day care.
 - (d) Pay any fees that may be assessed annually per the fee scale issued by the Center.
 - (e) Provide whatever information the Center may request to assist it in understanding behavioral changes by the child.
4. The Director will be responsible for ensuring that parents are informed of the requirements of any funding agency.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(p)
Regulation History: App. 6/85, Rev. 10/01, 7/11, 3/17	Attachment(s)

Essex County College

College Regulation

REG 5-8 ACCESS TO STUDENT RECORDS

Purpose:

To ensure the protection of a students' right of access to their educational records.

Definitions:

Student: For the purpose of this regulation, any person who attends or has attended Essex County College and regarding whom the College maintains education records.

Enroll: A student enrolls at Essex County College when the student registers for their first class.

Educational Records: Any record (in handwriting, print, tapes, film, computer or other medium) maintained by the College or an agent of the College which is directly related to a student, except:

- A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by the College's Law Enforcement Unit for law enforcement purposes.
- An employment record of any individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
- Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

Directory Information: Information in a student's education record not generally considered harmful or an invasion of privacy under FERPA. It may be disclosed to others without a student's prior written consent, subject to certain exceptions. Information that is considered directory information at the College are listed in No. 4 below.

Personally Identifiable Information (PII): Information that makes an education record "Personally identifiable" to a particular student, included by not limited to:

- The students name or preferred name.
- The name of the student's parent or other family member.
- The address of the student or other family member.
- Personal identifiers such as the student's social security number or biometric record.
- Other indirect identifiers, such as student's date of birth, place of birth or mother's maiden name.
- Other information that, alone or in combination, is linked or linkable to a specific student, and which would allow a reasonable person in the school community to identify the student.
- Information requested by a person who the college reasonably believes knows the identity of the student to whom the education record relates.

Application:

1. Access.
College will provide the student, authorized person, entity, or eligible parent or guardian access to the student's educational records.
2. Limitations on Access.
The College will not provide the student or other party access to the following, unless ordered to do so by a court of competent jurisdiction:
 - (a) Financial records of the parents or guardian of the student.
 - (b) Confidential letters and statements of recommendation placed in the educational records prior to January 1, 1975.
 - (c) Confidential letters and statements of recommendation placed in the educational records after January 1, 1975, for which the student has signed a waiver of their right of access.
 - (d) Materials which include information on other students, however, the student may review or be informed of the specific information that pertains to them.
 - (e) Treatment and counseling records of physicians, psychiatrists, psychologists or other recognized professionals or para-professionals; however, the opportunity of review will be provided to a physician or other appropriate professional selected by and upon written consent of the student.
3. Notification of Student Rights under FERPA
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:
 - (a) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
 - Students should submit to the Office of Student Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect.
 - The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
 - If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - (b) The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or in violation of their privacy rights.
 - Students should write to the College official responsible for the record, identify the part of the record they want amended, and specify why it is inaccurate, misleading, or in violation of their privacy rights.
 - If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Essex County College will disclose information from a student's education records only with the written consent of the student, **except:**
- i. To school officials who have a legitimate educational interest in the records. A school official is:
 - A person employed by the College in an administrative, supervisory, academic or research or support staff position, including health or medical staff.
 - A person elected to the Board of Trustees.
 - A person employed by or under contract to the College to perform a special task, such as an attorney or auditor, or a third-party vendor.
 - A person who is employed by the Essex County College Police Department.
 - A student serving on an official committee, such as a disciplinary or grievance committee or who is assisting another school official in performing their tasks.
 - ii. A school official that has a legitimate educational interest if the official is:
 - Performing a task that is specified in their position description or contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
 - Maintaining the safety and security of the campus.
 - iii. To officials of another school, upon request, in which a student seeks or intends to enroll. All records will be forwarded upon request, with the understanding that the student has made the request and intends to enroll at another institution.
 - iv. To certain officials of the U. S. Department of Education, the Comptroller General and state and local educational authorities, in connection with audit or evaluation of certain state or federally supported education programs.
 - v. In connection with a student's request for or receipt of financial aid to determine the eligibility amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
 - vi. For degree and enrollment verification wherein the consulting and reviewing institutions are considered school officials with a legitimate educational interest.
 - vii. To state and local officials or authorities if specifically required by a state law that was adopted before November, 19, 1974.
 - viii. To organizations conducting certain studies for or on behalf of the College.
 - ix. To accrediting organizations to carry out their functions.

- x. To parents of an eligible student who is claimed as a dependent for income tax purposes.
- xi. To comply with a judicial order or a lawfully issued subpoena.
- xii. To appropriate parties in a health or safety emergency.
- xiii. To individuals requesting directory information so designated by the College.
- xiv. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence or non-forcible sex offenses.
- xv. To parents or legal guardian of a student under the age of 21 in connection with use or possession of alcohol or a controlled substance in violation of federal, state or local law or of any institutional rule or policy.

4. Directory Information

- (a) Essex County College designates the following categories of student information as public "Directory Information." Such information may be disclosed by the institution at its discretion, subject to certain exceptions:

- student name,
- major field of study,
- participation in officially recognized activities and sports,
- weight and height of members of athletic teams,
- dates of attendance,
- photographs or electronic images,
- audio or video recordings,
- degrees, honors, and awards received including dean's list status,
- most recent previous school attended,
- date of degree conferment,
- degree level (UG),
- enrollment status (full-time or part-time)
- classification (freshman, sophomore, matriculated, non-matriculated, etc.).

NOTE: Primary address and/or email address will be shared with designated vendors providing the following external services to graduating students: Information about purchasing class rings, yearbooks, commencement photos. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary by the end of the second week of the semester.

- (b) Currently enrolled students may restrict the release of Directory Information by notifying the Office of the Dean of Student Affairs in writing each semester during the first 10 days of class of a fall and spring semester, and the first 5 days of a summer term. The College will honor a request to withhold information but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, the institution assumes no liability as a consequence of honoring instructions that Directory Information be withheld. The College assumes that failure on the part of the student to request the withholding of Directory Information indicates individual approval for disclosure.
- (c) A student's notification to restrict the release of Directory Information will remain in effect until the student submits written notice to release the information.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington DC 20202-4605

6. Questions concerning this law and the College's procedures concerning release of academic information may be directed to the Office of Enrollment Services.

Responsible Official(s): Office of Enrollment Services; Dean of Student Affairs	Reference(s): <i>Family Educational Rights and Privacy Act (FERPA) 20 U.S.C.A. § 1232 et seq., BP 5-2</i>
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17, 5/23	Attachment(s):

Essex County College College Regulation

REG 5-9 GRADUATION REQUIREMENTS AND PARTICIPATION IN COMMENCEMENT CEREMONIES

Purpose:

To establish the graduation requirements governing students at Essex County College and to adopt standards relating to the formal recognition of graduates by the College.

Application:

1. Commencement is the formal recognition of successful completion of an academic program. It will be carefully planned and all faculty, staff, and graduates are expected to participate. It will be under the direction of a responsible committee and the ceremonies will be appropriate and formal.
2. Any student seeking approval for graduation from Essex County College will be governed by the graduation requirements in effect at the time of matriculation into a program.
3. Any student, who leaves the College for any reason and is re-admitted after a three-year absence, must follow the graduation requirements in place for the academic year in which he/she returns to the College.
4. To be eligible for graduation, a candidate for the degree of Associate of Arts, Associate of Science or Associate of Applied Science and certificate programs must fulfill the academic requirements and institutional obligations as stated in the applicable catalog and current College Regulations.
5. Graduation eligibility will be evaluated in accordance to program requirements by the divisional chairperson and then certified by the Registrar. Only students who are so recommended and certified may be presented for Board conferral. Students who are earning degrees and academic/college certificates (30 or more credits) will be permitted to participate in the commencement ceremonies.
6. Students who are registered for eight credits or less to complete in Summer I term will be allowed to participate in the commencement ceremonies provided they are registered for all courses needed to complete the requirements for their degree or certificate.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o),
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	

Essex County College College Regulation

REG 5-10 AUDITING A COURSE

Purpose:

To establish a process regulating the auditing of courses at Essex County College.

Application:

1. The ability to audit a course is intended to encourage students to explore academic areas of interest.
2. No credit is granted for audited courses and audit grades cannot be used toward graduation requirements. Once a student declares intent to audit, the audit grade cannot be changed to a letter grade.
3. A grade of "Au" will be awarded at the end of the semester or term and recorded on the student's record.
4. Enrollment into a course as an audit student will be made on a space available basis.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o),
Regulation History: App. 9/99, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 5-11 FINANCIAL AID

Purpose:

To establish a process of financial aid management this integrates financial aid policies and procedures mandated by State and Federal agencies.

Application:

1. Essex County College will actively participate in the solicitation of funds for student assistance from federal, state and private sources and effectuate the necessary procedures to provide for the proper and efficient administration of said funds.
2. The Financial Aid Office, under the auspices of the Dean of Student Affairs, will monitor federal and state guidelines/procedures and implement programmatic changes to insure compliance.
3. The Financial Aid Office will inform students and the college community of financial aid requirements through various media.
4. The Financial Aid Office will award funds to qualified applicants in full compliance with guidelines set forth by the funding agencies.
5. The Comptroller's Office will institute the necessary controls to insure funds are being managed appropriately in full compliance of federal, state and other agency guidelines.

Responsible Official (s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o),
Regulation History: 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 5-12 TUITION WAIVERS

Purpose:

To establish the process and procedures for awarding waivers for tuition payments.

Application:

There are five categories of tuition waivers. All categories of waivers require approval by the College President. The Bursar's Office posts all approved waivers to students' accounts using established codes.

1. **Presidential Waivers/Scholarships:** Students, not eligible for state or federal financial aid, may apply for Presidential Scholarships/Waivers. Students apply through a process managed by the Office of the Dean of Student Affairs.
2. **Institutional:** Tuition waivers are granted for students in recognized ECC programs such as the Public Safety Academy.
3. **Inter-Institutional:** Tuition waivers may be granted for students enrolled in approved courses/programs with other institutions.
4. **High School:** Tuition waivers may be granted for high school students enrolled in ECC courses.
5. **Legislative/Statutory:** Tuition waivers are granted as required by legislative mandate. This category includes unemployment, senior citizens, National Guard and volunteer fireman waivers.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A:64A-23.2 et seq.,</i>
Regulation History: App. 1/86, Rev. 10/01, 12/10, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 5-13 RETROACTIVE WITHDRAWAL

Purpose:

To implement a retroactive academic withdrawal process.

Application:**1. Overview**

- (a) Retroactive Withdrawal is the method by which the institution may amend a student's academic record based on documented extenuating circumstances.
- (b) In every case, a written presentation of the facts pertinent to the case together with appropriate documentation must accompany the request and remain on file regardless of disposition.

2. Requirements

- (a) Students initiate a request for a Retroactive Withdrawal through a Counselor. Requests must be made within one year of the semester/term for which the withdrawal is requested.
- (b) The request must be made in writing and be accompanied by adequate and appropriate documentation sufficient to verify the student's petition. If satisfied, the Counselor will complete a Retroactive Withdrawal Request form attaching appropriate documentation.
- (c) The form with documentation is forwarded to an Academic Dean. The form is then sent to Financial Aid to determine any financial liability. Finally, the form is then sent to the Dean of Student Affairs. The Dean of Student Affairs will inform the Counselor if there are financial implications that should be discussed with the student. The Dean of Student Affairs will provide final review and send approved forms to the Registrar for processing. If the form is not signed at any level, the process terminates. Approved forms are forwarded to Enrollment Services for processing and safekeeping.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 5-14 GRADING POLICY

Purpose:

To establish a standardized academic grading system at Essex County College.

Application:

1. Any student receiving a grade of "D" or "F" in a course may repeat the course no more than twice without the written recommendation of a counselor or academic advisor and the approval of the Division Director/Department Chairperson.
2. A student must maintain an overall average of a 2.0 in their major.
3. A grade of "D" is not acceptable in certain majors, or may not satisfy the prerequisites for certain courses.
4. Any student performing at a "D" or "F" level at the mid-term point shall receive a warning and be notified in writing.
5. Students will be issued grades at the end of the semester or term. The grading system is:

GRADE	INTERPRETATION	GRADE POINTS PER CREDIT
A	Superior	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Satisfactory	2.0
D ¹	Passing	1.0
F	Failing	0.0
I ²	Incomplete	0.0
M ³	Making Progress (0 Level Courses)	0.0
N ³	Non-Attending (0 Level Courses)	0.0
P ³	Successful Completion of Move-up Workshop	0.0
S ³	Successful Completion of Developmental Tutorial	0.0
W ³	Withdrawal: Grade denotes official withdrawal from a course or from the College	0.0
AU ³	Audit: Grade denotes student was not enrolled in course for credit	0.0
CR ³	Credit: Grade reserved for courses passed by examination or accepted as transfer credit and indicated satisfactory completion of a course.	0.0

¹ A grade of “d” may not fulfill certain course prerequisites and major program requirements, and will not transfer to another institution.

² Incomplete Grade denotes student completed 75% of assigned course work with a grade of C or better but did not complete all course requirements. San instructor, who indicates a grade of “I” on the final grade list, must attach a contract signed by the student, instructor, and department chair. The contract will stipulate the requirements to be completed, a scheduled completion date (within five months of the filing of the “I” grade) and a method by which the student can contact the instructor. After six months, the original “I” will be recorded as an “F” unless changed by the instructor.

³ Grades are not counted in computation of grade point average.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o),
Regulation History: App. 9/99, Rev. 10/01, 7/11, 3/17	Attachment(s)

Essex County College College Regulation

REG 5-15 ACADEMIC PROGRESS

Purpose:

To establish guidelines for measuring academic progress and determining good academic standing.

Application:

1. Good Academic Standing is defined as a cumulative (College and Remedial) Grade Point Average (GPA) of 2.0 (C average) or greater for any academic period. A student is considered to be in good academic standing by maintaining a cumulative GPA OF 2.0 for any academic period.
2. Academic Probation is defined as a cumulative GPA of less than 2.0 of any academic period. A student with a cumulative GPA of less than 2.0 for any academic period is placed on academic probation. However, while on probation, the student will be considered as making satisfactory academic progress until the end of the probationary semester.
3. Conditional Probation is defined as a cumulative GPA of less than 2.0 for any academic period followed immediately by a second academic probation of a semester GPA of 2.0 or greater. A student on academic probation who achieves a GPA of at least 2.0 during the following semester is placed on conditional academic probation. The student is considered to be making satisfactory academic progress and can register for course work.
4. Suspension occurs as the result of a cumulative GPA of less than 2.0 for any academic period followed immediately by a second academic period with a semester GPA of less than 2.0. A student on academic probation who earns a GPA of less than 2.0 during a second academic period is considered as not making academic progress and is suspended for one semester.
 - (a) A student suspended from the College may appeal for reinstatement through the Academic Review Committee (ARC), or may remain suspended for one semester before applying for readmission.
 - (b) A student reinstated after the required one semester suspension or by the ARC, must complete a minimum of 9 credits with a GPA of at least 2.0 to be considered as making satisfactory academic progress.
 - (c) A readmitted student with a cumulative GPA of less than 2.0 for more than one academic period is treated as a suspended student.
5. Dismissal occurs when a student who has been reinstated after suspension receives a GPA of less than 2.0.
 - (a) A dismissed student is denied registration for a minimum of two years. Said students may appeal for reinstatement through the ARC. If the student is reinstated by the ARC, the student will be treated as a student reinstated after suspension and will be governed by the College Catalog in effect at the time of reinstatement.

(b) A returning suspended student who does not maintain a semester GPA of at least 2.0 is dismissed.

6. A financial aid student who does not maintain progress as outlined in the attached charts as appropriate is not considered to be making satisfactory academic progress and aid may be discontinued. Said student may appeal to the Director of Financial Aid to change his/her status. Final disposition is made jointly by the Academic Deans and Dean of Student Affairs.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: 10/86, Rev. 3/99, 10/01, 12/10, 7/11, 03/17	Attachment(s)

Essex County College College Regulation

REG 5-16 "NO SHOW" REPORTING

Purpose:

To establish guidelines for the reporting process ensuring that academic grades will not be accepted and documented for students previously reported as "No Show" for enrolled classes.

Application:

1. The Registrar will have the primary responsibility for administration and oversight of "No Show" Reporting. This will include, but not be limited to, distribution and correcting class lists, determination of deadlines, and establishing procedures for division chairpersons, faculty, students and others who are involved in the "No Show" Reporting process.
2. Division Chairpersons will serve as liaisons between the Registrar and individual faculty members, and will ensure that faculty members comply with all "No Show" instructions from the Registrar.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o),
Regulation History: App. 8/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 5-17 STUDENT JUDICIAL AFFAIRS

Purpose:

To establish guidelines for the student disciplinary process and ensure that the disciplinary process for violations of the Essex County College Code of Student Conduct will be reasonable and appropriate to the offense.

Plan:

1. The Office of Student Affairs will institute a disciplinary process to review any incidence of inappropriate behavior and make recommendations for disciplinary review by the Dean of Student Affairs or designee in consultation with the relevant parties to determine action. The process provides for an informal and formal course of action. The nature of the incident will determine the appropriate course of action. Minor disturbances will be handled by the Dean or designee and the incident and action will be recorded and filed accordingly. Major offenses will be referred to the Judicial Committee and the Office of General Counsel.
2. The Judicial Committee, appointed by the Office of Student Affairs in consultation with the President, will establish procedures to be consistent with due process. These procedures will be published in both the Regulation Manual and Student Handbook.
3. The Judicial Committee shall recommend a disposition of each case to the Dean of Student Affairs. If the student does not exercise the right of appeal to the Dean of Student Affairs within five (5) business days after the hearing, the recommended disposition will be put into effect.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o), <i>N.J.A.C.</i> 9:4-2-13
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 5-18 TRANSFER OF CREDIT AND EVALUATION

Purpose:

To regulate and to establish a standard for the evaluating and transferring of credits from another institution of higher education.

Application:

1. Upon proper application to the college, credit may be given to students transferring from an accredited college or university. (In some specific programs transfer credit in the major subject area is not permitted.) Due to the sequential nature of some courses a qualifying exam might be required.
2. The student must supply the Enrollment Services Express with an official transcript documenting courses taken at other accredited institutions of higher education in order to evaluate credit.
3. Credit may be transferred only for courses in which a grade equivalent to a "C" or better has been earned. (C = 2.0) In some instances if a D grade earned by a native student in a specific course is accepted for credit in a specific program, then a D grade earned by a transfer student in the same course would also be accepted for credit in that program.
4. The Admissions Office will evaluate the transcript and post results in Banner.
5. In the event that the Admissions Office is unable to evaluate a course, the student must provide a course description and/or course outline. The Department/Division Chairperson will determine if the course is comparable to an ECC offering and if credit can be awarded.
6. Transfer credit, including comparable course titles will become part of the student's permanent record.
7. A student wishing to enroll in a course at another institution in order to satisfy degree requirements, while currently enrolled at ECC, must receive prior approval from the Department/Division of his major.
8. Candidates for an Associate degree must complete a minimum of one half of the major course work in residence. Transfer students must complete a minimum of 30 credits, including half their major course requirements at ECC.
9. College Level Examination Program (CLEP) credit awarded while the student is actively enrolled at ECC is considered transfer credit.
10. Credit by Examination will be granted for all United States Armed Forces Institute (USAFI) transcripts as specified in "A Guide to the Evaluation of Education Experiences in the Armed Services", published by the American Council on Education, which provides credit recommendations for USAFI courses and tests.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 03/17	Attachment(s):

Essex County College College Regulation

REG 5-19 STUDENT RECORD MANAGEMENT SYSTEMS

Purpose:

To ensure the proper maintenance of all student records pertaining to academic advisement, admissions/registration and fulfillment of degree requirements.

Application:

1. The Office of Enrollment Services will serve as the official repository for all student records and will maintain a comprehensive file for each student.
2. The student file located and maintained in the Office of Enrollment Services will include, but not be limited to:
 - (a) A transcript evaluation (transfer credit)
 - (b) Admissions application
 - (c) Advisement forms
 - (d) Add/Drop forms
 - (e) Withdrawal forms
 - (f) Curriculum code change form
 - (g) Any other information deemed pertinent to the academic progress of the student

Responsible Official(s):	Reference: N.J.S.A. 18A:64-12(o), BP5-2
Regulation History: App. 11/95, Rev. 10/01, 07/11, 03/17	Attachment(s):

Essex County College College Regulation

REG 5-20 AWARDING OF ADDITIONAL DEGREES

Purpose:

To establish a process for awarding additional degree(s) to Essex County College students.

Application:

1. Students may earn a second degree if certain conditions are met.
2. All requirements in both majors must be met in full.
3. The "Application for Second Degree" form will be completed by the student and his or her advisor, approved by the chairperson or director, and then by an academic dean or vice president, who will forward it to the Registrar. The Registrar will notify the student of the status of the application.
4. A minimum of 15 additional credits of approved major subject area credits or other additional course requirements taken at Essex County College must be earned in the second discipline that were not used to satisfy any requirements for the primary discipline.
5. Students may also earn a second certificate – academic certificates (30 or more credits) and/or certificates of achievement (less than 30 credits). A minimum of 3 additional credits taken at Essex County College must be earned in the second certificate. However, it should be noted that a student who earns a degree in a given program cannot subsequently earn a certificate in that same program without taking an additional 9 credits at Essex County College.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A:64A-12(o)</i>
Regulation History: App. 11/95, Rev. 10/01,7/02, 12/10, 3/17	Attachment(s):

Essex County College College Regulation

REG 5-21 REGISTRATION CHANGES

Purpose:

To regulate the Adding/Dropping of a course(s) by students.

Application:

1. When registered, a student becomes a member of those classes for which he/she is enrolled. If a student fails to attend one or more classes, absences are recorded and tuition charged until the student officially drops the course or withdraws from the College.
2. A student may add or drop courses during the add/drop period.
3. The student can add or drop course on-line via webservices, or complete an Add/Drop form signed by a faculty member, advisor, or counselor, or Division/Department Chair or Program Director and bring it to the registration terminal.
4. Courses dropped during the official add/drop period will not appear on the student's transcript.
5. No fee will be charged for the add/drop if a course was canceled; input/computer operator error occurred; a change in placement testing resulting from retesting and/or mid-advisement; or other reasons approved by the appropriate Division Chair or Program Director.
6. Tuition adjustments for add/drop courses will be determined by College guidelines.

Regulation History: App. 11/95, Rev.
7/11, 3/17

Essex County College

College Regulation

REG 5-22 DISABILITY SUPPORT SERVICES FOR STUDENTS

Purpose:

To ensure equal opportunity and access to all students in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 *et. seq.* and all other applicable state and federal laws.

Application:

1. Disability Support Services shall be offered by the Office of Student Development and Counseling and shall be primarily responsible for the mandates of The Americans with Disabilities Act (“ADA”), Section 504 of the Rehabilitation Act (“Section 504”) and other related federal and state statutes and regulations.
 - (a) Disability Support Services shall follow existing procedures to carry out its duties and responsibilities to provide disability services to otherwise qualified students with disabilities and also provide ongoing training to its staff, keep abreast of current statutes and regulations as well as best practices.
 - (b) In conjunction with the College’s Chief Compliance Officer, Disability Support Services shall make every effort to ensure that all interested parties in the College are informed about the College’s support services for students with disabilities and that its procedures and programs follow Board Policy, College Regulation and all applicable laws.
 - (c) Disability Support Services in conjunction with the College’s Chief Compliance Officer shall hold formal briefings sessions on disability services as well as ADA and Section 504 compliance with all College departments that work with students. These briefings will emphasize Essex County College’s commitment to non-discrimination on the basis of disability and provide training on the reasonable accommodations of students.
2. Disability Support Services shall follow existing procedures to reasonably accommodate otherwise qualified students with disabilities.
 - (a) Disability Support Services shall document the process for reasonable accommodations, including when and how a request for accommodations are made and the possible accommodations to be considered.
 - (b) Students are responsible for self-identifying and shall request reasonable accommodations from the College.
 - (c) Students who self-identify their disability and wish to seek a reasonable accommodation from the College shall provide appropriate documentation that is no more than two years old from the date of the request. Such documentation shall confirm their disability, indicate how their disability impacts their functioning and further support their need for a reasonable accommodation.
 - (d) Appeal: Students are encouraged to first resolve any complaints related to their request for reasonable accommodations with the Coordinator of Disability Services. Students may appeal a determination related to the provision of a reasonable accommodation to the College’s Section 504 Coordinator. The College’s Section 504 Coordinator will conduct a prompt, thorough and

impartial investigation. Upon conclusion of the investigation, the Section 504 Coordinator shall issue a final determination of the outcome of the appeal, which shall be provided to the student. If it is determined by the College's Section 504 Coordinator that a violation has occurred, the Section 504 Coordinator shall prepare a written report of the findings and recommendations. The report shall be sent to the Chief Compliance Officer for review and consultation with the Area Head, and for implementation of any appropriate remedies, as deemed necessary.

3. All information regarding a student with a disability shall be kept confidential and will only be disclosed upon consent of the student, unless required under the law.

Reporting possible violations:

Title IX/504
Nicole Conforti
 Title IX/504 Coordinator
 (973) 877-3477
 nconforti@essex.edu

Responsible Official(s):	<i>Reference: American with Disabilities Act of 1990, 42 U.S.C. 126 Section 121 01 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794</i>
Director of Student Development & Career Services	
Regulation History: App. 11/95, Rev. 10/01,12/10,3/17,9/22, 9/24	Attachment(s):

Essex County College College Regulation

REG 5- 23 ANTI-HARASSMENT POLICY

Purpose:

To establish a zero-tolerance policy for any form of harassment.

Application:

Any conduct, including acts of verbal, nonverbal, or physical aggression, intimidation, hostility or invasion of privacy (including conduct that is undertaken in whole or in part, through the use of electronic messaging services, mobile services, electronic communications, or other technology) that, based on the totality of the circumstances is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies a student's or employee's ability to participate in or benefit from a program or activity at the college, or creates a hostile or abusive educational or work environment at the college; and

Such conduct is based upon a student's or employee's actual or perceived:

- a) Race;
- b) Age;
- c) Color;
- d) National origin;
- e) Disability;
- f) Religion
- g) Sex;
- h) Sex Stereotypes;
- i) Sex Characteristics;
- j) Sexual orientation;
- k) Gender identity; or
- l) Sex-based Harassment (including non-physical acts); or sexual violence such as rape, sexual assault, and sexual coercion by students or staff.

Such conduct is expressly prohibited and will result in appropriate disciplinary action, including possible termination, suspension/expulsion and/or legal action.

Reporting possible violations:

Karen Bridgett

Associate Director, Department of Human Resources
(973)-877-3461
bridgett@essex.edu

Title IX/504

Nicole Conforti

Title IX/504 Coordinator
(973) 877-3477
nconforti@essex.edu

Responsible Official(s): Department of Human Resources	Reference: N.J.S.A. 18A:64A-12(o)
Regulation History: App. 3/11, Rev. 7/11, 3/17, 9/24	Attachment(s):

Essex County College College Regulation

REG 5-24 AWARDING OF POSTHUMOUS DEGREES AND DECEASED STUDENTS RECORD REQUESTS

Purpose:

A deceased student may be considered a candidate for a posthumous degree by Essex County College if the student was enrolled before their death and certain minimum academic degree requirements have been met and verified. Furthermore, any party with verified legal authority may request the educational records of deceased students in accordance with all applicable College Regulations and policies.

Application:**Awarding of a Posthumous Degree:**

1. The next of kin of the deceased student may request a posthumous degree through the Dean of Student Affairs. The next of kin must submit an official legal document that verifies their status, such as a marriage certificate or birth certificate.
2. The Dean of Student Affairs will verify that the student is deceased by obtaining a death certificate from the family member, and will forward it to the Office of Enrollment Services for recordkeeping, Bursar and Financial Aid (if applicable).
3. A posthumous degree may be awarded, if, at the time of death, the student has met one of the following criteria:
 - a. They were enrolled in the final semester of coursework to complete degree requirements, are in good academic and financial standing at the College, and have had no disciplinary actions pending.
 - b. They have completed at least 50% of the required number of college credits for a degree, and are in good academic and financial standing with the College.
4. The posthumously awarded degree will appear on the transcript, diploma, and in the Commencement program.
 - c. The degree may be presented during Commencement to a member of the student's family, or mailed upon request. Arrangements for the presentation will be coordinated with the family member by the office of the Dean of Student Affairs.
5. Latin honors are not awarded on posthumous degrees.

6. Posthumous degrees will not be included in state or federal reporting.

Awarding of a Posthumous Certificate of Academic Achievement:

1. If the conditions required for the award of a posthumous degree have not been met, a Certificate of Academic Achievement may be issued if the student has made some progress toward a degree, as defined by the department of study and Office of Enrollment Services.
2. The process for awarding a posthumous Certificate of Academic Achievement shall follow the same process for awarding a posthumous degree as defined in this Regulation.

Records Requests of Deceased Students:

1. A third party may request the educational record of a deceased student. The third party must submit a death certificate and a legal document that grants the requestor authority to receive records.
2. All requests for deceased students' educational records will be submitted to the Office of Enrollment Services for processing in accordance with the College's record request policies and procedures.
3. If a duplicate diploma for a deceased alumnus is requested, the third party must provide the same information as noted in #1. Additionally, the requestor must pay for the duplication of the diploma.

Responsible Official(s): Office of Enrollment Services Department of Student Affairs	References: <i>N.J.S.A. 18A:64A-12(o), Family Educational Rights and Privacy Act (FERPA) 20 U.S.C.A. § 1232 et seq., BP 5-2</i>
Regulation History: 6/24	Attachment(s):

Essex County College College Regulations

Chapter 6

College Regulation

REG 6-1 AWARDING OF HONORARY DEGREES

Purpose:

To establish standards governing the awarding of honorary degrees.

Application:

1. Recommendations for the awarding of an Honorary Degree may be submitted by any member of the College Community to the President.
2. The Cabinet shall review the service record of the individual and determine the appropriateness of awarding an Honorary Degree.
3. The President shall determine if this recommendation will be presented to the appropriate committee of the Board of Trustees for action.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(i), BP 2-5
Regulation History: 5/86, Rev. 10/01, 12/10, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 6-2 STANDING ACADEMIC GOVERNANCE COMMITTEES

Purpose:

To establish guidelines detailing the responsibilities and membership qualifications for the standing academic governance committees.

Application:

1. An Academic Administrator or designee will serve as an administrative liaison with each academic governance committee at the College.
2. The College seeks to function as collegiums, and this ideal pertains to all academic governance committees. While the governance committees are advisory and not administrative, an Academic Administrator or designee will, wherever appropriate and practicable, give every consideration to governance committee recommendations when formulating and carrying out relevant internal or departmental policies and procedures.
3. The standing academic governance committees include the following:
 - Academic Computing Advisory Committee (ACAC). The ACAC is responsible for making recommendations regarding all internal or departmental policies and procedures which affect the use of technology for instructional purposes and online education, including making recommendations regarding the use of computer laboratories, use of computers by faculty and students, software and computer peripherals, and the establishment of purchase and upgrade priorities.
 - Academic Development Advisory Committee (ADAC). The ADAC is responsible for making recommendations regarding all internal or departmental policies and procedures affecting the conduct of all courses and programs at the pre-collegiate level.
 - Academic Policies Advisory Committee (APAC). The APAC is responsible for making recommendations regarding internal or departmental policies and procedures affecting the academic affairs component of College operations.
 - Academic Standards Committee (ASC). The ASC is responsible for making recommendations regarding all internal or departmental policies and procedures affecting academic standards at the College.
 - College Curriculum Committee (CCC). The CCC is responsible for making recommendations regarding the following: proposals for changes in existing courses; changes in existing programs; new options for existing programs; new programs; new courses; deactivation of courses and programs; and other issues that relate to College curricula.
 - Faculty Development Committee (FDC). The FDC is responsible for providing opportunities for the development of faculty scholarship and the professional enrichment of faculty; developing programs and projects to enhance teacher effectiveness; providing opportunities for cultural/professional enrichment of faculty; enhancing faculty use of learning resource facilities

and services; demonstrating to the institution the accomplishments of faculty; and promoting intercollegiate faculty articulation in all relevant respects.

- The Academic Assessment Advisory Committee (AAAC). The AAAC is responsible for making recommendations on all matters relating to student learning assessment and internal or departmental policies and procedures that directly affect student learning assessment at the College, including outcomes assessment, instructional strategies, technology, academic support services and faculty support.
- College Promotion Committee (CPC). The CPC is responsible for reviewing Divisional/Departmental Promotions Committee recommendations for faculty promotions within rank as well as within the division. CPC presents its recommendations to the Chief Academic Officer (CAO) and, if requested, to the President's Cabinet.

4. The various standing academic governance committees work independently or on an integrated basis, depending on the issue being considered. Issues confined to the mission of a single standing committee will usually be dealt with at that level, with advice being given to other standing committees as a courtesy. When dealing with matters affecting academic life as a whole, committee recommendations will be forwarded to APAC for further discussion and advice before being forwarded to the Deans' Council and Cabinet. Concerns regarding jurisdiction and process should be considered by the Chairs' Council, comprised of chairs of the aforementioned standing academic governance committees.

5. To provide uniformity of representation on each standing academic governance committee, the by-laws of each will reflect voting membership consisting of (but not limited to) faculty representation from the following:

- Business
- Counseling or Library (Alternating Membership)
- Humanities/Bilingual
- Biology/Chemistry/Physics
- METCS
- Nursing/ Health Sciences
- Social Sciences

Additional representation may come from:

- Presidential Appointee
- Student Representative, only if required by the Committee's by-laws
- Branch campus
- CCE & WD

6. The student representative will be selected in accordance with an electoral process as determined by Student Affairs and the Student Government Association. The student representative will have voting rights.

7. Non-voting representation will be dictated by the needs of the relevant committee. In every instance, the appropriate Academic Administrator or designee will attend full monthly meetings of standing committees on a non-voting basis, if deemed necessary and appropriate by the CAO.

	Reference: <i>N.J.S.A.</i> 18A:64A-12(o); BP 6-7
Regulation History: App. 11/95, Rev. 10/01, 12/10, 01/17, 11/22	

Essex County College College Regulation

REG 6-3 LIBRARY CIRCULATION POLICY FOR FACULTY & STAFF

Purpose:

To establish a library circulation policy for Essex County College Personnel.

Application:**1. Borrowing**

- (a) Personnel, (faculty, staff and administrators) may charge out books for a full semester or term, or any part thereof. If a book is checked out by faculty and staff for a full semester or term and is requested by a patron, librarians will contact the faculty or staff member to determine continued need for the material and make alternative arrangements on behalf of the patron.

2. Overdue books

- (a) Books which have not been returned by the posted due date will accrue a fine and service charge as determined by Administration, for each day the library is open up to a maximum charge equal to the replacement cost of the title and an additional service charge.

Responsible Official(s):	Reference: N.J.S.A. 18A:64A-12(o)
Regulation History: App. 10/87, 10/01; 07/02, 12/10, 7/11, 3/17	Attachment(s):

Essex County College College Regulation

REG 6-4 AWARDING CERTIFICATES OF RECOGNITION

Purpose:

To establish specific criteria for awarding certificates of recognition.

Definition(s):

Certificate of recognition, as used in this Regulation, will mean recognition by the College for outstanding achievement, participation or completion of a special course or cluster of courses or appreciation for outstanding service.

Application:

1. Certificates of Recognition may be awarded by the President, Cabinet Officer or the appropriate Dean.
2. Certificates may be granted in any of three (3) categories and in accordance with the following minimum criteria:
 - a) Certificate of Outstanding Achievement
 - b) Certificate of Participation / Completion in the credit or non-credit course or cluster of courses.
 - c) Certificate for Outstanding Service.
3. Certificates must bear the signature of the President, Cabinet Officer or appropriate Dean.
4. Certificates not falling into the three categories listed above may not bear the name "Essex County College" and may not be awarded on behalf of the college.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(i)
Regulation History: App. 3/99, Revised: 10/01; 07/02; 12/10, 7/11, 3/17	Attachment(s):

Essex County College

College Regulation

REG 6-5 AUTHORIZATION FOR RELEASE TIME (ACADEMIC PERSONNEL)

Purpose:

To establish the process for authorizing and granting release time for Academic Personnel.

Application:

1. Release time will be granted by the President, subject to budgetary considerations only for the following:
 - (a) Institutional Priority Projects
 - (b) Management needs
 - (c) Special functions identified by the President
 - (d) Educational/Academic Research Projects not covered in items a to c above
 - (e) Contractual.
3. Release time funded by outside sources, for which prior authorization has been given by the President, may be granted without regard to "a" above.
4. Release time for institutional priority projects should only be considered for extraordinary, time-consuming institutional activities.
5. Contractual release time will be provided as agreed, and will be considered part of the individual's basic load.
6. Release time recommendations, based on management needs, will be made by the Dean at least thirty (30) days prior to the semester or term for which the release time is proposed.
7. The President will approve the granting of all release time based on recommendations made by the Vice President/Chief Academic Officer in consultation with the Deans' Council, in addition to any release time the President may award for special functions. Each recommendation from the Dean should include the faculty member's anticipated responsibilities and an evaluation of previous performance, if applicable. A copy of the approval will be sent by the President to the Dean. The Dean will amend the faculty schedule(s) and notify the individuals involved and the immediate project supervisor.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 3/86, Rev. 10/01; 07/02; 12/10, 3/17	Attachment(s):

Essex County College College Regulation

REG 6-6 FACULTY INITIATED CHANGE OF GRADE

Purpose:

To establish guidelines for the process of changing grades, while preserving the integrity and security of academic records.

Application:

1. A change of grade will be permitted only when adequate justification exists and only within the parameters described in "b" below.
2. The conditions under which a grade may be changed are:
 - (a) When a grade of incomplete ("I") has been initially submitted by an instructor and a student has subsequently completed the course requirements.
 - (b) When an instructor has made an error in reporting the student's grade.
3. The following procedures will govern faculty initiated grade change:
 - (a) The instructor, subject to the limitations of existing procedures governing the submission of grade changes, will complete a Change of Grade/Removal of Incomplete form providing all necessary information and affixing his or her signature in the space provided with the date.
 - (b) The form is then hand-delivered by the instructor to the Division Director or Department Chairperson for review. If the Chairperson approves, he or she will indicate by signing, dating and retaining a copy until the "confirmation copy" is received from the Registrar reflecting that the grade change has been processed.
 - (c) All grade changes with the exception of "I" Incomplete grade must be reviewed by the appropriate Academic Dean who will deliver it to the Registrar or return it to the division or department. The Registrar will acknowledge receipt of the form in writing and prepare the necessary forms for processing by the Computer Center.
 - (d) Upon completion of the changes by the Computer Center, a maintenance edit or print-out of the grades processed will be forwarded to the Registrar for comparison and verification of the work completed.
 - (e) If complete and accurate, the confirmation copy will be returned by the

Registrar to the Division Director/Department Chairperson who will verify all signatures and retain it in the department's files.

- (f) The Registrar processes the changes so that it will be included in the students' records.
- (g) The Registrar must return any change of grade request to the appropriate Academic Dean whenever it is determined that it has not been submitted properly or in accordance with the prescribed procedures.

Responsible Official(s):

Reference: *N.J.S.A. 18A:64A-12(o)*

Regulation History: App. 11/95,
Rev. 10/01; 07/02; 7/11, 3/17

Attachment(s):

Essex County College College Regulation

REG 6-7 ADJUNCT FACULTY

Purpose:

To ensure that Adjunct Faculty assignments and related job changes are processed in accordance with established College regulations and procedures.

Definition(s):

Adjunct Faculty. Part-time instructional personnel whose services are contracted on a semester by semester basis to teach credit courses on a course-by-course basis or to carry out other instructional related assignments.

Application:

1. Adjunct Faculty members shall possess the same qualifications as regular faculty members (Master's Degree in area of instruction) and shall be academically qualified to teach any course to which they are assigned. Where appropriate, and at the discretion of the Chief Academic Officer, compensating qualifications or experiences may be taken into account when determining whether an adjunct instructor is academically qualified to teach a particular course.
2. The College shall document and maintain appropriate records attesting to Adjunct Faculty member's qualifications, performance, and achievements. The official personnel records of Adjunct Faculty members shall contain original documents of required employment credentials, and shall be maintained in the Human Resources Department.
3. An Adjunct Faculty member shall serve in a temporary capacity to teach specific courses on a course-by-course basis. Such assignments are not tenure eligible and shall terminate without notice upon expiration of the stated employment assignment.
4. Consistent with the terms and conditions of the collective bargaining agreement, the performance of Adjunct Faculty members shall be evaluated periodically.
5. The College shall promulgate a statement concerning the academic freedom of Adjunct Faculty members that encompasses the right to full freedom in research and in the publication of results, freedom in the classroom to discuss their subject or area of interest, and the right of faculty to be free from censorship.
6. The Academic Chair shall be responsible for identifying and recommending qualified candidates to the Dean and Vice President for Academic Affairs and Chief Academic Officer.
7. An individual approved for Adjunct Faculty status shall be granted only those privileges stipulated in the collective bargaining agreement.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o), BP 2-5
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17	Attachment(s):

Essex County College College Regulation

REG 6-8 ACADEMIC FORGIVENESS

Purpose:

1. To establish an Academic Forgiveness process allowing students to resume their educational pursuits after being separated from the College for a period of three or more years.

OR

2. To grant students the opportunity to make up grades of "D" or "F" in courses which are no longer offered by the college, thus enabling them to have those grades discounted in computing the GPA

Application:

1. Students may apply for Academic Forgiveness one time in their career at the College. Applications must be made through an appropriate academic counselor who will review the application before submitting it to the Chairperson for the department in which the student is a major. Once approved by the departmental chairperson, the application is forwarded to the Academic Dean and Dean of Student Affairs for approval. The Financial Aid Office will also review the request to determine any financial aid implications and forward the approval to the Registrar for implementation.
 - a. Students who wish to apply for Academic Forgiveness may do so at any time after they meet each of the following criteria:
 - i. They have been re-admitted after a hiatus of three or more years from the College.
 - ii. Following re-admission, they have successfully completed twelve credits or more with a grade of "C" or better.
 - b. All grades prior to re-admission will remain on the transcript. However, these grades will no longer be used in computing the student's overall grade point average nor will any of these credits count toward fulfilling degree or certificate requirements.
 - c. If Academic Forgiveness is granted to a student receiving Financial Aid, the student must comply with the guidelines currently established by the Financial Aid Office.

OR

2. Students may opt to make up a grade in a course no longer offered by the College on a one-time per course basis.
 - a. Students must see an appropriate academic advisor or counselor to decide what course presently being offered by the College would be equivalent in content to the course no longer offered by the College.

Approval by the appropriate departmental chairperson and academic dean is required before the student registers for the course.

- b. If the student opts to make up a course, that course will be identified on the student's transcript as a course which has been made up under the Academic Forgiveness Policy by writing "Academic Forgiveness" next to the course. Thus, the original courses and grade will remain on the transcript but will not be included in the calculation of the cumulative GPA nor will it count toward fulfilling a degree or certificate requirement.
- c. If a course to be made up has no equivalent course being offered by the College, the student may file a request through the appropriate counselor that the grade of "D" or "F" not be calculated in their GPA. The course and grade will remain on the transcript with "Academic Forgiveness" written next to it. Credits for this course must be made up by taking a course approved by the department or division chairperson of the student's major department.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o); BP 6-7
Regulation History: App. 11/99 Rev. 10/01; 08/02; 12/10, 3/17	

Essex County College College Regulation

REG 6-9 STUDENT GRADE APPEAL

Purpose:

To establish an appeal procedure by which students can challenge a final grade.

Application:

- 1) A student desiring to formally appeal a final grade will initiate the process by completing a GRADE APPEAL form and submitting it to the Division Chair. The "reason" for the appeal should be stated with sufficient detail to ensure the opportunity for a clear response.
 - a) The appeal may not be submitted until one week after the end of the semester in which the grade was awarded.
 - b) An appeal may not be submitted later than six months after the end of the semester in which the grade was awarded.
- 2) If the student has not yet done so, the Chair will ask the student to meet with the instructor to review the criteria used in determining the final grade.
- 3) If the student and faculty member cannot resolve the matter, the Division Chair will meet with the student and the instructor within five working days. The outcome of the meeting may be:
 - a) The instructor may request a change of grade; or
 - b) The student may accept the original grade; or
 - c) The student may request to appear before the Divisional Grade Appeal Committee.
- 4) If the student chooses not to appear before the Divisional Grade Appeal Committee:
 - a) The Chair will convene a meeting of the Divisional Grade Appeal Committee within ten working days after the meeting with the chairperson.
 - b) The Divisional Grade Appeal Committee will be chaired by a faculty member in the division.
 - c) The student and the instructor will be asked to attend the meeting of the Divisional Grade Appeal Committee.
 - d) The committee will make a recommendation to the chairperson who will notify the student of the committee's decision within 10 days of the meeting.

- 5) If the student is still unsatisfied with the resolution suggested by the Divisional Grade Appeal Committee, the appeal will be forwarded to the appropriate academic dean.
- a) The Dean will meet with the student in an attempt to mediate a resolution.
 - b) Failing to bring the matter to resolution, the Dean will convene a meeting of the College Wide Grade Appeal Committee.
 - c) In addition to the Dean, the Committee will have:
 - i) One faculty member from each of the academic divisions
 - ii) The Dean of Students or designee,
 - iii) The SGA president or designee
 - iv) One additional committee member may be identified by the Dean, as appropriate. In instances where the course was taught at the branch campus or another off-campus site, a representative from that site would be added to the Committee.
 - d) The student and the instructor will be asked to attend the meeting of the College Wide Grade Appeal Committee.
 - e) The College Wide Grade Appeal Committee will discuss the matter further in private and:
 - i) Affirm the grade as appropriate; or
 - ii) Recommend that the instructor request the grade be changed.
 - f) The decision of the College Wide Grade Appeal Committee shall be final. It will be communicated to both parties by the Dean chairing the Committee.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: 2/92, Rev. 10/01; 12/10, 3/17	Attachment(s):

Essex County College College Regulation

REG 6-10 ACADEMIC INTEGRITY

Purpose:

To establish minimum standards of ethical conduct within the academic setting.

Definition:

Academic Integrity: The International Center for Academic Integrity (ICAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Administrative Responsibility: The College administration is responsible for making academic integrity an institutional priority and for providing students and faculty with effective educational programs and support services to help them fully understand and address issues of academic integrity. The administration is also responsible for working with other members of the academic community to establish equitable and effective procedures to deal with violations of academic integrity.

1. The primary function of all administrators, faculty and staff will be to provide an environment conducive to learning.
2. Administrative Responsibilities: In accordance with the principles of academic integrity, College administrators will be required to:
 - (a) Use equitable standards in recruitment, hiring and admissions practices;
 - (b) Supervise faculty members' external employment to prevent conflicts of interest(s) or responsibility;
 - (c) Insist on accuracy and truthfulness in all materials and presentations describing the institution;
 - (d) Formulate and periodically disseminate an institutional code of academic ethics;
 - (e) Encourage adherence to the principles of the code of academic ethics by publication of penalties for violations and strictly enforce the code when infractions occur;
 - (f) Create a campus climate of ethical behavior through the exemplary conduct of

administrative functions in dealing with students, faculty, staff and the public;

Faculty Responsibility: The faculty shares the responsibility for educating students about the importance and principles of academic integrity. Individual faculty members are also responsible for informing students of the particular expectations regarding academic integrity within individual courses, including permissible limits of student collaboration and, where relevant, acceptable citation format. Finally, all members of the faculty should report all violations of academic integrity they encounter.

3. **Faculty Responsibilities:** In order to demonstrate responsible teaching practices, all faculty will:
 - (a) Faithfully attend all assigned classes and be accessible to students outside classes;
 - (b) Respect the personal dignity and worth of each individual student;
 - (c) Uphold rigorous curricular standards;
 - (d) Practice honesty in defining and impartiality in applying grading standards that reward excellence, and assure the integrity of academic credits;
 - (e) Willingness to undertake measures to prevent cheating and to impose penalties whenever cheating occurs; and
 - (f) Adhere to and encourage all students to adhere to the honest pursuit of research and scholarship by attribution of credit to all individuals who participated in the conduct or contributed to the completion of a project, paper, publication or experiment; by citation of the specific source of all information, and by respect for truth in reporting experimental findings or the results or scholarly inquiry.

Student Responsibility: Students are responsible for understanding the principles of academic integrity fully and abiding by them in all their work at the College. Students are also encouraged to report alleged violations of academic integrity to the faculty member teaching the course in which the violation is alleged to have occurred.

4. **Student Responsibilities:** In order to properly fulfill their academic requirement, students will:
 - (a) Present only such homework assignments, term papers, examination papers, or other evidences of effort as are the fruits of the student's own work;
 - (b) Practice fairness in competing with peers (a) through recognition of others' equal rights to gain access to information and materials, (b) through respect for common facilities and equipment and (c) through adherence to rules governing

their use;

- (c) Adhere to the honest pursuit of research and scholarship by attribution of credit to all individuals who participated in the conduct or contributed to the completion of a project, paper, publication or experiment; by citation of the specific source of all information, and by respect of truth in reporting experimental findings of the results of scholarly inquiry;

- 5. Procedures: The appropriate Dean will notify the Chief Academic Officer in case of an infraction of this Regulation by faculty and staff. The Chief Academic Officer will convene a special Committee. This special Committee will make recommendations to the President as to a resolution. As soon as reasonably possible and prior to the special Committee being convened, the President shall be notified of the infraction.

In the case of students, the Division Chairperson will handle the matter and, if necessary, initiate formal charges to the Dean.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: 5/86 Rev. 12/10, 3/17	Attachment(s):

Essex County College College Regulation

REG 6-11 PHI THETA KAPPA AUTHORIZATION

Purpose:

To authorize the establishment and maintenance of Phi Theta Kappa at Essex County College, to specify the terms and conditions under which it may operate, and grant authority for the determination of qualifications, rights, duties and benefits of members.

Implementation:

1. Essex County College shall establish and maintain a local Chapter (Alpha Theta Theta) of Phi Theta Kappa in conformity with the national society rules and subject to the approval of the College.
2. The Chief Academic Officer will appoint a sponsor (or co-sponsors) to oversee and guide the functions and activities of the local chapter. The sponsor(s) will serve at the pleasure of the Chief Academic Officer.
3. The local Chapter will be administered by the sponsor(s) who will coordinate efforts with the Cabinet Officer for Academic Affairs or designee.
4. Criteria for membership in the local Chapter shall be consistent with the standards of the National PTK, and with local standards determined by the sponsor(s) in conjunction with the Cabinet Officer for Academic Affairs, and with the approval of the President.
5. The Office of Academic Affairs will determine budgets necessary and appropriate for the continuing and effective functioning of the local Chapter.
6. The sponsor(s) will inform the Office of Enrollment Services which graduating students are members of the PTK, and the Director of Enrollment Services shall cause that fact to be inscribed on all such persons' transcripts.

Responsible Official(s):	Reference: <u>N.J.S.A.</u> 18A:64A-12(o)
Regulation History: App. 11/95 Rev. 110/01, 12/10, 3/17	Attachment(s)

Essex County College College Regulation

REG 6-12 AWARD OF ACADEMIC DISCIPLINE

Purpose:

To establish minimum standards governing the award of academic disciplines.

Application:

1. Assignment to Discipline:

- (a) By the College. Any person may be assigned a discipline by the College if considered qualified in that discipline.
- (b) By Individual Request for another Discipline. Any person who holds tenure may petition the appropriate Dean for the award of another discipline. Such petition must include full justification and documentation of the reason why the petitioner should be assigned another discipline. The Dean will review the request and forward a recommendation to the Chief Academic Officer. The Chief Academic Officer will forward a recommendation to the President. If approved, the President will recommend it to the Board of Trustees for action.

2. Qualification. In determining whether a person is qualified for assignment to another discipline reasonable criteria shall be applied. These may include, among other factors:

- i. A Doctorate in the discipline;
- ii. A Master's degree in the discipline;
- iii. A Master's degree plus an additional eighteen (18) graduate credits in the subject matter of the discipline.

Responsible Official(s):

Reference: *N.J.S.A. 18A:64A-12(o)*

Essex County College

College Regulation

REG 6-13 NON-ATTENDANCE OF STUDENTS

Purpose:

To establish guidelines for affirming the presence of registered students.

Definitions:

Learning Management System (LMS): a software application or web-based technology for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, materials, or learning and development programs.

Application:

1. Attendance records will be maintained by the individual faculty member for all classes. These records assist the College in meeting requirements set forth by the US Department of Education. They are turned in to the appropriate Division/Department Chair and/or Program Director at the end of each semester and in the interim upon request.
2. Such records will be used to determine “No Show” status and used to determine the Last Date of Attendance where appropriate. The Last Date of Attendance is required for students who have stopped out (unofficially withdrawn).
3. Attendance includes, but is not limited to a student:
 - a. Attending an in-person, hybrid, or virtual class;
 - b. Contacting the instructor via phone, email, or LMS (Learning Management System) message to discuss academic course activities;
 - c. Submitting an assignment in person, via email, or through a learning management system;
 - d. Participating in an online course discussion; and
 - e. Engaging in any academically related course activity.
4. Faculty members must enter attendance verification information into the College’s system at critical times during the semester as specified.
5. If a faculty member cannot meet their class on a given class meeting, arrangements will be made through the appropriate office to have the class covered and/or attendance taken.
6. Faculty members will Contact the student by the appropriate means and encourage the student to see them immediately to resolve problems related to the student’s lack of attendance.
7. The Faculty member will maintain records of contacts, communications and responses.
8. The faculty member, in concert with the appropriate Division/Department Chair and/or Program Director, shall decide to improve, remove, or retain the student based upon outreach and response/engagement of the student’s interest in attending the course. If the student is reinstated into the course, the faculty member and student will determine how to meet the outstanding demands of the course, if applicable.
9. For purposes of this regulation, the Department Chair and/or Program Director may designate specific tasks related to the non-attendance of students to Mentors, Advisors, or Counselors, as appropriate.

Responsible Official(s): Dean of Academic Affairs	Reference: 34 CFR 668.22
Regulation History: 12/23	Attachment(s):

Essex County College

College Regulation

REG 6-14 INSTITUTIONAL REVIEW BOARD

Purpose:

The Essex County College Institutional Review Board (ECC IRB) regulation is intended to serve three purposes. The primary purpose of this regulation is to ensure the privacy and protection of Essex County College students and employees as human subjects for any and all research conducted utilizing these populations. This includes research conducted by external researchers as well as internal researchers whose research falls outside of the direct roles and responsibilities outlined in their job description.

The secondary function of this regulation is to ensure that any research conducted by students or employees of Essex County College that is in any way affiliated with the College, and involves the study of human subjects, is done in a manner that protects human subject privacy and makes all reasonable attempts to protect the welfare of human subjects. This secondary purpose pertains to all human subjects regardless of whether they are affiliated with Essex County College, particularly populations considered particularly vulnerable as per federal regulation.

The tertiary purpose of this regulation is to give the College a mechanism to ensure that all research being conducted at Essex County College that falls outside the confines of official College operations is in accordance with the institution's mission, vision, and values.

Definition(s):

Principal investigator(s): A Principal Investigator or PI is the individual responsible for the preparation, conduct, and administration of a research project being conducted under the oversight of the ECC IRB.

Human Subjects Research: According to 45 C.F.R 46, Protection of Human Subjects, a human subject is "a living individual about whom an investigator (whether professional or student) conducting research:

- Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or
- Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens."

Application:

- The ECC IRB will be composed of at least seven members, including designees from: The Office of General Counsel, the Office of Institutional Effectiveness, Planning, and Assessment, the Office of Compliance, The Office of Student Affairs, the Office of Academic Affairs; and two members of the faculty appointed by the President of Essex County College, to serve three-year terms to ensure that the review board is sufficiently qualified through diversity, maturity, experience and expertise of its members for advice and counsel to safeguard the rights and well-being of human subjects.
- Designees from the Office of the General Counsel responsible for Compliance and the Office of Student Affairs will serve as Co-Chairs of the ECC IRB.
- If the ECC IRB reviews research that involves a vulnerable category of participants, it will consider including one or more additional members who have expertise on the population in question. These invited

members do not vote. ECC IRB members must recuse themselves from involvement with any IRB decisions where a potential conflict of interest, such as a financial or political interest exist.

- The ECC IRB will be trained, guided by and operate in compliance with applicable sections of all relevant local, state and federal laws and regulations including, but not limited to: 45 C.F.R Part 46; 21 C.F.R Part 50; 21 C.F.R Part 56; 34 C.F.R Part 97, 34 C.F.R. Part 98; 34 C.F.R. Part 99; 34 C.F.R. Part 350; 34 C.F.R. Part 356.
- The ECC IRB shall meet once a month in formal session during the academic year if there are completed IRB proposals awaiting a determination.
- To be eligible for review, an applicant must submit a completed IRB application which can be found on the Institutional Effectiveness, Planning, and Assessment website.
- The following types of proposals are exempt from IRB review: data gathered for the purposes of internal decision-making and institutional improvement by employees with job descriptions expressly outlining these functions. Research conducted by employees for the purpose of fundraising, market research for the purposes of admissions recruiting, recruiting efforts for faculty or staff, and statistical data collected for the management of institutional affairs, including surveys of students, prospective students, and alumni, so long as these functions are expressly outlined in the job description of the employee. Please note that a proposal that does not clearly fall into one of these categories should be presented to the ECC IRB Co-Chairs for a decision of whether the research is exempt. Note: The principal investigator(s) themselves cannot make the determination as to whether a proposal is exempt from review by the ECC IRB.

Responsible Official(s): Co-Chairs of the ECC IRB.	Reference: N.J.S.A. 18A: 64A-12(o); 45 C.F.R Part 46; 21 C.F.R Part 50; 21 C.F.R Part 56; 34 C.F.R Part 97, 34 C.F.R. Part 98; 34 C.F.R. Part 99; 34 C.F.R. Part 350; 34 C.F.R. Part 356. BP-6-4
Regulation History: 3/22	Attachment(s):

Essex County College College Regulation

REG 6-15 PROFESSIONAL ACCREDITATION OF COLLEGE PROGRAMS

Purpose:

All College programs requiring professional accreditation shall plan, prepare and develop the written submissions to the accrediting body and site-visits in full coordination with The Office of Institutional Effectiveness, Planning, & Assessment (“IEPA”) and all other relevant departments of the College.

Definition(s):

Accreditation Liaison Officer: The Middle States Commission on Higher Education (MSCHE) mandates that all accredited institutions have a President-appointed Accreditation Liaison Officer (“ALO”) to serve as the primary contact between the institution and the Middle States Commission on Higher Education.

Professional Accreditation: Professional accreditation, also known as specialized or programmatic accreditation, applies to certain College programs.

Program Coordinator: For purposes of this Regulation, a Program Coordinator is the Essex County College faculty or staff member responsible for managing the professional accreditation of a College program.

Application:

IEPA oversees and reviews the Professional Accreditation Bi-Annual Update process of College programs.

Responsibilities of Program Coordinators

- Program Coordinators are responsible for reporting all professional accreditation activities in the Biannual Update as well as immediately notifying the ALO of any major changes relating to accreditation status or requirements. Major changes may include the intent to seek accreditation, change in accreditation status, change of Program Coordinator, change or addition to upcoming reporting requirements, and a change in the site visitation schedule.

- Program Coordinators shall notify the ALO of the due date for self-study reports, interim reports, monitoring reports, or any required reporting at least one year prior to the date, or as soon as practicable.
- Program Coordinators shall notify the ALO of all requests for site visits or proposed dates for the visit as soon as practicable.
- Program Coordinators shall complete the Internal Signatory Form for Regulation 6-15 located on the IEPA Accreditation Website prior to submitting any required reports to a professional accrediting agency.

Responsible Official(s): Office of Institutional Effectiveness, Planning, and Assessment, & Academic Affairs	Reference(s): N.J.S.A. 18A:64A-12(d)
Regulation History: 6/24	Attachment(s):