

Syllabus Part II

ADDITIONAL COLLEGE POLICIES THAT APPLY TO ALL RVCC COURSES

ATTENDANCE POLICY

Students are expected to attend all classes, laboratories, and clinical sessions for every course in which they are enrolled. To accommodate students' reasonable, personal situations that might prevent them from attending classes, each student is entitled to excused absences amounting to the equivalent of one week's class time in a semester. Any absences in excess of this standard can prevent students from achieving the course learning outcomes as evaluated by the instructor.

WITHDRAWAL FROM COURSES

Do not just stop attending your class! It is important to officially withdraw if you are not able to continue the course. Failure to officially withdraw may result in an "F" grade on the permanent record and may have an impact on your financial aid award. Speak with a financial aid officer before dropping if you are a financial aid recipient. After initial registration is completed, students may add or drop courses using the Lion's Den during specified periods. Just log in with your college ID and password, and click on the Student Services tab. Students may also add or drop courses by submitting a Registration (Add/ Drop) Form to the Student Enrollment Center. Add/Drop transactions will be processed in accordance with the RVCC Semester Refund/Withdrawal Schedule available in the Lion's Den. (https://commons.raritanval.edu/admin/finance/Pages/refund_info.aspx#rvWithdrawalSched). Students who fail to officially withdraw from a class may be subject to the full cost of that class. It is imperative that students verify that they are withdrawn from a class if they do not intend to attend. If you have questions or concerns about withdrawing from a class, reach out to an advisor in Advising and Counseling Services for assistance. They are located in L-029.

ACADEMIC ACCOMMODATIONS

Raritan Valley Community College offers reasonable accommodations and/or services to persons with disabilities. Any student who has a documented disability and wishes to self-identify should contact the Center for Accessibility and Inclusive Education (CAIE) at caie@raritanval.edu. Office located in L-029 near the Welcome Center or by phone (908) 526-1200 Ext. 8534. Accommodations are *individualized* and in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. In order to receive accommodations, students must be registered with the CAIE. Students should register with the office as soon as possible. No accommodation is official until the Accommodation Letter is issued from the student to their instructor. For additional information, visit www.raritanval.edu/CAIE

STUDENT CODE OF CONDUCT

Faculty members have the authority to take actions which may be necessary to maintain order and proper conduct in the classroom. Students whose behavior disrupts the class will be subject to removal and may be charged with a violation of the Code of Student Conduct. Code of Conduct charges will be investigated by the Dean of Student Affairs. If the student behavior presents a concern for immediate safety of the student or members of the community, the student may be suspended until a Disciplinary Review is held. Visit the RVCC Student Conduct website for additional information www.raritanval.edu/studentconduct. If there is an immediate risk to health or safety, please contact the college's Campus Security department located in the lower level of Somerset Hall or by calling 908-213-8800. Red phones are located in hallways and will connect immediately to Campus Security.

VIOLATIONS OF THE CODE FOR ACADEMIC DISHONESTY, CHEATING & PLAGIARISM

Raritan Valley Community College defines academic integrity as a commitment to independent, original, and honest work. Students are expected to conduct themselves with scholarly integrity. Each suspected incident of academic dishonesty, cheating, or plagiarism will be reported to the Divisional Dean. Upon confirmation of the student's offense by the appropriate Divisional Dean, the student will be subject to warnings and penalties up to and including suspension or dismissal from the College. The selling, purchasing, or contributing of homework assignments, lab reports, quizzes, essays, and papers from another person or from online sites is dishonest and illegal (see New Jersey Statute 18A:2-3) and will be addressed accordingly.

INCOMPLETE GRADES

An Incomplete grade (I) is only given when a documented emergency occurs after the final Withdrawal date for that course, thus preventing a student from completing all of the required work. A student receiving an incomplete grade has four weeks from the end of the semester in which the grade was assigned to complete the missing work. It is the student's responsibility to contact the faculty member to make arrangements to complete the missing work. When the work is completed the faculty member assigns a final grade, replacing the "I" on the student's permanent academic record. If the required work is not satisfactorily completed within the four-week time period, a grade of "F" is assigned, replacing the "I". Repeating a course for which an incomplete grade was received has no effect on the resolution of the original grade. An Incomplete grade is counted as an "F" in computing a student's cumulative grade point average for the awarding of a degree or certificate.

DELAYED OPENING

If the College announces a delayed opening at any location due to inclement weather or other emergency situation, all offices will be closed and all College classes and/or other activities will be suspended at that location until the delayed opening time. Classes scheduled to begin before the delayed opening time that have 60 minutes or more of instruction time remaining at the delayed opening time will begin at the delayed opening time and conclude at the regularly

scheduled ending time. Classes scheduled to begin before the delayed opening time that have fewer than 60 minutes of instruction time remaining at the delayed opening time will be cancelled. Classes scheduled to begin at or after the delayed opening time will meet as scheduled.

TESTING CENTER

The Testing Center is located on the lower level of Somerset Hall and provides services that include approved accommodation testing; course placement for math, English, ESL, and foreign language; College Level Examination Program (CLEP); DANTES Subject Standardized Tests (DSST); departmental exams for students interested in credit by examination (must consult with the appropriate academic department first); technological competency; and makeup exams with faculty permission. For more information, contact tcenter@raritanval.edu or (908) 526-1200 ext. 8401.

TUTORING CENTER

The Tutoring Center offers academic support to students as they become independent, successful, life-long learners. Services offered include free tutoring, open areas for studying/homework, computer stations with educational software, reference materials, manipulative learning tools, and online tutoring. Services are free of charge and available to all RVCC students. Appointments are preferred, drop ins are welcome. For more information regarding tutoring, please visit us at <https://commons.raritanval.edu/studentserv/asc>, asctutor@raritanval.edu, or (908) 526-1200 ext. 8393 or 8549.

CAMPUS COUNSELING SERVICES

As a student you may experience a range of issues that can cause barriers to learning. We care about your overall well-being and RVCC Counseling Services is here to help with any issues you may experience. Counselors are available to provide short-term counseling for personal problems. If you are feeling depressed or anxious or just need additional support, we encourage you to talk with a counselor. When appropriate, referrals will be arranged with mental health centers and other community resources. Do not hesitate to ask for help when you need it, schedule an appointment, or if it's an emergency, walk-in and one of our counselors will assist you. Counselors are available during business hours in the Advising and Counseling Services (ACS) in L-029 next to the Welcome Center. Personal crises are a priority in ACS and all services are free and confidential. For an appointment, call (908)526-1200 X8336 or send an email to personalcounseling@raritanval.edu. If you experience an emergency outside of college hours, please contact Psychiatric Emergency Screening Services (PESS) at 908-526-4100 (24/7) or dial 911 and go to your nearest emergency room.

On and Off Campus Resources: www.raritanval.edu/suicideprevention

N.J. HOPE LINE at 855-654-6735 for peer support and suicide prevention hotline;

REACH NJ at 844-732-2465 for help navigating/accessing treatment for addiction

CAMPUS RESOURCE CENTER & FOOD PANTRY

Any student who has difficulty accessing sufficient food to eat, stable housing, or meeting other basic needs, and believes this may affect performance in this course, is urged to contact the campus Resource Center for support. The Resource Center and Food Pantry is located on the second floor of College Center, across from the cafeteria. For more information contact:

Resource Center at resourcecenter@raritanval.edu

The Food Pantry at food.pantry@raritanval.edu or

<https://commons.raritanval.edu/academics/dept/hs/pantry/Pages/Services.aspx>

CAREER SUCCESS & EXPERIENTIAL LEARNING

Career planning and support, internship, cooperative education learning opportunities, and job preparation and search assistance are available for current students and alumni. Students are encouraged to begin their career planning early by completing the FOCUS online career planning program located in the Lion's Den-Student Services tab and meeting with a Career Counselor to discuss individual interests, skills, goals, and career options. Career planning programs are offered throughout the school year and include; career planning & exploration; professional readiness, resume writing, interviewing, networking for the job search, preparing for internships, building your personal brand, and more. Check Career Success and Experiential Learning in the Lion's Den and RV Connect, on the Career Services YouTube Channel (<https://www.youtube.com/channel/UCbicXNnj09BrdD1ArmStK8Q>) and on our social media channels (RVCC Career Services) for announcements and online events. In person and Virtual appointments are also available and strongly encouraged for career counseling, job and internships search assistance, resume writing, and mock interviewing. Information on majors, careers, internships, and employment opportunities (including virtual/ remote positions) can be found in the Lion's Den on the career services webpage. <https://www.raritanval.edu/student-life/student-services/career-services>