

CCS Program Guidelines

These guidelines are intended to provide students enrolled in The College of New Jersey's Career and Community Studies Program (CCS Program) and their parents/guardians with information focused on program parameters, policies and procedures regarding general student expected conduct. Student expectations are clearly delineated to assure congruence with the culture and climate of the campus community. All students enrolled in the program are expected to become familiar with all information outlined within this document and expected to adhere to the guidelines established. For the purposes of this document, a student is defined as an individual that is enrolled in the CCS Program with academic and behavioral good-standing. All inquiries regarding this document or the guidelines established should be addressed directly to CCS Program Administration/Staff at ccs@tcnj.edu.

CCS Core Beliefs & Mission

The College of New Jersey (TCNJ) has established and further affirms the value of a caring, friendly, and respectful community where the contributions of students, faculty, staff and alumni are valued and recognized. These values are reflected in the mission of creating a seamless, engaging educational environment characterized by academic freedom, creative expressions, critical thinking, intellectual inquiry, and service learning. The CCS Program was established based on these fundamental values and the understanding that all young adults (18-25) must engage in a process of developing skills and understandings about themselves and the world around them in order to fully participate in our society and to become successful, interdependent adults. Participation within inclusive higher education can have a powerful effect on this developmental process and as with all youth, access to liberal learning can promote the further enhancement of critical thinking, self-reflection and an optimal understanding of the importance of exercising civic responsibility. The CCS Program was founded on these beliefs and the fact that the value of higher education can be beneficial as a vehicle to promote the positive development of youth as evidenced in gains in academic, cultural and social capital.

The Mission of the CCS Program at TCNJ is to provide a coordinated and comprehensive course of study that includes career exploration and preparation; self-awareness, discovery and personal improvement, through a framework of liberal learning and community participation.

CCS Student Rights

Students in the CCS Program have the same rights and protections under the Constitution of the United States and the State of New Jersey as their peers and other citizens. These rights include freedom of expression, press, religion, and assembly. The CCS Program values freedom of expression, which may include voicing unpopular views and dissent. CCS Students have the right to express their own views, but must also take responsibility for respecting the same rights of others.

CCS Students have the right to be treated fairly and with dignity regardless of race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

CCS Students have the right to accommodations under the standards established by the Americans with Disabilities Act. Due to the nature of the CCS Program, exceptions to the standard of reasonable are maintained for access to college-level coursework and response to disciplinary actions which may be modified for some behavioral violations. CCS administration will work with CCS Students to address individual needs.

CCS Student General Expectations

Along with rights come certain responsibilities. In accordance with maintaining a culture of equity and equality that is reflective of the TCNJ campus community, the individual contribution of every member of the TCNJ community is valued and respected. In addition, each member of the campus community has the expectation of being safe and protected. Therefore, the CCS Program administration and staff have established a set of standards to which every CCS Program student must adhere which includes the following:

- Students must engage in responsible social conduct, both on and off campus, that is consistent with respecting others and maintains an overall safe and healthy community environment;
- All students must respect the rights of others to pursue their education free from

- harassment, bullying, defamation, and discrimination;
- All students must demonstrate honesty and integrity that results in earning the trust of others within the community;
 - All students must model good citizenship by exhibiting actions that benefit the community and others and do not impede the educational mission of CCS or the individual pursuits of knowledge by others;
 - All students should recognize that respecting the ideas and contributions of others allows for the promotion of diverse and creative intellectual inquiry;
 - All students must do no harm or present any threat of harm to themselves or others;
 - All students must respect personal and institutional property;
 - All students should seek immediate assistance for themselves or report others that are in jeopardy when health, safety, or wellness is at risk;
 - All students must respect the rights of their peers to participate in CCS or outside organizations, associations, or relationships with other students without fear or threat;
 - All students must conduct themselves with civility in all pursuits of knowledge in and outside the classroom;
 - All students are accountable for their own decisions and actions as it pertains to self and others;
 - All students are expected to be familiar with and comply with all applicable TCNJ policies, including, but not limited to, the Student Conduct Code and the Sexual Harassment, Misconduct, and Discrimination Policy.
 - All students are expected to be familiar with and comply with the policies and procedures established to participate in the CCS Program.

CCS Student Retention Policy

The CCS Program will regularly review each student's progress toward academic, social and independent living goals within the context of the CCS Course Sequence framework. This review will occur at the end of each semester or in response to significant concerns with student achievement and/or expectations as indicated above. A student may be dismissed from the CCS Program if, upon review, the following retention guidelines are not met.

- Student regularly attends, displays active participation in, and shows evidence of benefiting from core coursework, electives and vocational experiences.
- Student demonstrates appropriate student expectations as outlined in these Student

Expectations.

- Student demonstrates appropriate participation and behavior in social activities on and off campus (e.g. clubs, student events) and in off-campus residence/CCS Student Life Program.
- Student displays appropriate dispositions within the CCS Student Life Program and follows Residence Rules/guidelines (as outlined above).
- Student demonstrates an appropriate degree of motivation as evidence through active engagement in campus and CCS program activities.
- Student displays an acceptable level of emotional and behavioral stability to allow for increasing independence in academic, vocational and social activities.
- The student's accounts are within good standing (tuition/fees and residential).

CCS Academic Integrity Policy

CCS Students are expected to uphold academic integrity; academic dishonesty is not tolerated in the CCS Program. Each student must do his or her own work (with supports allocated by CCS) and behave in an ethically responsible manner. Academic dishonesty would be knowingly engaging in one of the following behaviors.

- Copying from another student's assignment or exam
- Completing an academic activity or taking an exam for someone else
- Giving answers to or sharing answers with another student during an exam
- Using notes, books, or other aids of any kind during an exam when prohibited
- Stealing an exam or possessing a stolen copy of an exam
- Sharing answers during an exam by using a system of signals
- Disrupting or delaying the administration of an exam or academic activity
- Submitting a work for credit that includes words, ideas, data, or creative work of others without acknowledging the source
- Using another author's words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately
- Concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use
- Falsifying bibliographic entries
- Submitting any academic assignment which contains falsified or fabricated data or results
- Submitting a term paper or academic assignment completed for one class to another class without the permission of the instructor
- Feigning illness or personal circumstances to avoid a required academic activity
- Sabotaging someone else's work

- Collaborating on homework or take-home exams when instructions have called for independent work
- Attempting intimidation for academic advantage
- Inappropriate or unethical use of technologies to gain academic advantage
- Submitting a falsified document

CCS Student Absence Policy

Attendance is a critical component for a successful college experience. The CCS Program is designed to create an atmosphere that is organized, predictable and reinforcing to best support students and their needs.

- Students are expected to attend classes, participate in class discussions, complete assignments as scheduled, and to avoid engaging in activities that would conflict with class attendance whenever possible.
- Absences from class are addressed between students and professors/instructors, regarding any missed assignments or content.
- Student absences caused by illness, injury, death in the family, observance of religious holidays, and similarly compelling personal issues must be addressed between the student and the professor/instructor.
- A representative from the CCS Program may contact the student via their cell phone or home phone in the event that the student has not reported their absence.
- For lengthy or frequent absences, the student may be required to drop a course or be provided an incomplete which is at the discretion of the professor/instructor and/or CCS Advising faculty.
- In every instance, the student has the responsibility to initiate arrangements for make-up work.
- Should a student have an unusual situation occur (such as a prolonged illness) the CCS Program will provide accommodations on an individual basis at the discretion of the professor/instructor.

CCS Student Communication Protocol

The CCS Program Administration and Staff will follow Family Educational Rights and Privacy Act of 1974 (sometimes referred to as FERPA or the Buckley Amendment) in regards to communication and information exchange for all eligible CCS Students. However, the CCS Program requests that each student sign a release form that will enable communication with their parents regarding their academic and behavioral status, if

warranted. In addition, this release allows for the program to share limited but relevant information with professors and staff for the purposes of providing appropriate support and education. It remains the intent of the CCS Program to respect each of the students as young adults and therefore address all communication regarding coursework and assignments directly with the student. It will be the student's responsibility to provide their family with information regarding assignments, class discussions and examples of their work. The CCS Administration will determine if a situation(s) requires parental notification and/or involvement. In that case, students will be notified of the administration's intention and will be invited to be part of the call/meeting.

Students are encouraged to keep an online calendar and/or daily hard copy planner (required for freshman cohort) that will have all courses and assignments documented. Students must review their schedules daily and will receive staff support.

The primary mode of communication with students is email and therefore all students will be assigned a TCNJ email account that they access through Google. Students are required to check their email accounts several times throughout the day for important up-dates, assignment support or professor communication.

Students will also be required to access courses via the college's online system, CANVAS, which is accessed through their email Username and Password. Computer labs and printers are available throughout the campus.

Please note that printing on campus does present a cost to the student and is further explained on the TCNJ Website: <http://printing.pages.tcnj.edu/>

CCS Students are required to have cell phones while on campus. However, cell phone use is prohibited when in class or mentor support for assignments. Student cell phones are required to be silenced while students are in their classes.

If a student has a concern while on-campus, please contact the CCS office 609-771-3422 for assistance.

Student Review and Agreement

I have read the CCS Student Expectation Guidelines, reviewed it with my parents/guardians and have been provided with the opportunity to ask questions.

I, _____ (full name), understand the document and agree to abide by the expectations noted within, with the understanding that not following these expectations can result in dismissal from the CCS Program at the discretion of CCS Program Administrators and/or disciplinary action consistent with the College's Student Conduct Code, the College's Sexual Harassment, Misconduct and Discrimination Policy or any other applicable College policy.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____