

# COLLEGE POLICIES

## Affirmative Action Policy

Ocean County College is an Affirmative Action/Equal Opportunity/ADA institution and employer dedicated to equality of opportunity for all persons in all areas of its operations. The College is committed to nondiscrimination and has in effect an Affirmative Action Program, including compliance with provision of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The Affirmative Action Program at Ocean County College has been assigned to the Department of Human Resources and the HR Employee Benefits Supervisor has been designated College Compliance Officer. The HR Employee Benefits Supervisor is located in the Human Resources Department in the Library Building. While the HR Employee Benefits Supervisor will provide college-wide supervision over Affirmation Action, the Vice President of Student Affairs will be primarily responsible for Affirmative Action compliance in all matters pertaining to students and student life. The Vice President of Student Affairs is located on the second floor of the Administration Building.

The Affirmative Action Program and related policy statements are available for review by any interested person during regular office hours in the Department of Human Resources located in the Library Building.

## Sexual Harassment Policy

Ocean County College will not tolerate any unwanted or unwelcome attention of a sexual nature, whether verbal or physical, of any employee or student. Any student who believes he/she has been subject to possible harassment on the basis of sex should contact the Title IX Coordinator at (732) 255-0400 extension 2944 or [ebuckle@ocean.edu](mailto:ebuckle@ocean.edu), who will initiate the college's response to the complaint in accordance with Policy #2410 (<https://www.ocean.edu/wp-content/uploads/2022/05/2410-Policy-and-Procedure-4.28.22.pdf>). A student may also file a complaint by completing the Harassment, Discrimination (Including Sexual Misconduct), ADA/504, and Retaliation Complaint Form ([https://cm.maxient.com/reportingform.php?OceanCountyCollege&layout\\_id=40](https://cm.maxient.com/reportingform.php?OceanCountyCollege&layout_id=40)).

## Academic Integrity Policy

All students of the Ocean County College community are responsible for their conduct and for the truthful representation of their individual or group work submissions which may include content and material used in preparing documents and assessments, data, scholarly or creative works, research project data and findings, or other academic, research exercises.

Students are responsible for the complete, accurate, specific, and truthful acknowledgement of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data, which include written or non-written sources.

Violations of Academic Integrity include four categories: Cheating, Plagiarism, Fabrication, and Academic Misconduct. Such violations will be addressed in accordance with Policy #5180 (<https://www.ocean.edu/wp-content/uploads/2022/12/5180-Policy-12.8.22.pdf>) and its associated Manual ([https://www.ocean.edu/wp-content/uploads/2022/12/5180-Policy-Ocean-County-College-Academic-Integrity-Manual\\_12.08.22.pdf](https://www.ocean.edu/wp-content/uploads/2022/12/5180-Policy-Ocean-County-College-Academic-Integrity-Manual_12.08.22.pdf)).

In distance learning courses, Virtual Private Networks (VPNs) may not be used to mask a student's IP location. Accessing the College's network through a VPN can possibly compromise College security.

## Student Obligation to Know

All Ocean County College students have the responsibility for being fully aware of college policies and regulations affecting students. In addition to this catalog, students should consult the Student Handbook and the Ocean County College website for current policies and procedures of the college.

## Drug Policy

Ocean County College is an educational institution committed to maintaining an environment which allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. In accordance with Policy #8600 (<https://www.ocean.edu/wp-content/uploads/2018/07/8600-Policy-and-Procedure-8.24.17.pdf>), approved by the Board of Trustees of Ocean County College, and in accordance with Public Law 101-226, the college declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs.

The college is committed to promoting the wellness and positive self-development of its students. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibit students from attaining the benefit of their learning experience, expose them to serious illnesses and health risks, and therefore are prohibited. Counseling Services provides direct assistance and confidential referral services for students seeking help with a substance abuse problem. Copies of the policy are available from Counseling Services, The Advising Office and the Office of the Vice President of Student Affairs.

## Grievance Policy

Any student who believes he or she has been subjected to possible discriminatory treatment on the basis of race, disability, etc., may file a complaint through the Vice President of Student Affairs. All complaints will be handled in accordance with the college's Formal Student Complaints Policy, #5230 (<https://www.ocean.edu/wp-content/uploads/2022/12/5230-Procedure-12.8.22.pdf>), available in the Office of the Vice President of Student Affairs.

In conducting any investigation or review, the right to confidentiality, both of the complainant and the accused, will be respected. The review will be conducted as quickly as possible.

## The Family Educational Rights & Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act of 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs:

1. access to records and
2. the release of such records.

Ocean County College has developed policies and procedures which comply fully with the intent of this legislation, thereby ensuring students access to their educational records and protecting such individuals'

rights to privacy by limiting the transferability of their records without their consent.

The other major aspect of the Privacy Act of 1974 refers to the release of information concerning students. Other than the information listed below, hereafter referred to as "directory information", the written consent of the student must be obtained before data can be released about that student. This applies to potential employers, schools where students may wish to transfer, reference checks, parents, spouses, etc. "Directory information," on the other hand, is information which may be released by the college unless a student notifies the Records Office that such information in part or in whole is not to be released. "Directory information" includes the following: student's name; student's address; student's telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height, if a member of an athletic team; dates of attendance; degrees and awards received; and most recent previous educational agency or institution attended by the student.

It is the student's responsibility to notify the Records Office if he or she does not wish to have any or all of the above information released.

All inquiries regarding established policy and procedures relative to this act should be directed to the Office of Registration & Records, located in the Student Enrollment Building.

Additionally, the following information is available for the privileged use of the members of the Vice President of Student Affairs' staff and the faculty of Ocean County College. This information may not be released to any other parties without the written consent of the student and is considered confidential:

1. Test results (standardized intelligence tests, aptitude tests, interest inventory tests, etc.)
2. Health data
3. Faculty evaluations including mid-term reports and attendance reports
4. Counseling reports and evaluations
5. Disciplinary reports, including disciplinary actions
6. Any and all information maintained in a student's permanent education record

**For a complete listing of all college policies and procedures, go to <https://www.ocean.edu/about-us/facts-stats/policies-and-procedures/>**