

Brookdale Community College

Student Life & Activities

Club Policies and Procedures Handbook

Fall 2017



Last Revised: June 16, 2017

Student Life & Activities Mission Statement

The office of Student Life & Activities is dedicated to enhancing the college experience through a comprehensive campus life program. We are an integral part of Brookdale Community College, working to complement the college's mission through student centered programs and services. We encourage students to create and take responsibility for their campus community.

The creation of community is fostered through direct advisement of the Student Life Board, oversight of Clubs and Organizations, development of leadership opportunities, and the expansion of learning outside of the classroom by offering social and cultural programs that give a new dimension to education. The office empowers students to take responsibility through stewardship of student activity fee funds and involvement in the Student Conduct process.

Student Life connects students to useful information as well as cultural and entertainment opportunities available in the surrounding community through their Front Desk and Ticket Window operations in the Warner Student Life Center. The office works to motivate and empower students to succeed today and in the future.

Students are invited and encouraged to join any of the various College Clubs and Organizations, attend a meeting of the Student Life Board and participate in any of the many programs offered by Student Life and Activities. The office informs the campus community of available programs through print and electronic communications such as the Student Handbook, semester calendars, text messaging and communities in the MyBrookdale web-portal.

Student Life & Activities Contact Information

Office Location – Warner Student Life Center, Room 101 (lower level)

Lauren Brutsman, Director – lbrutsman@brookdalecc.edu – 732-224-2392

Mary Jo Burkhard, Administrative Assistant – mjburkhard@brookdalecc.edu – 732-224-2391

ErinMarie Tierney, Associate – etierney@brookdalecc.edu – 732-224-2393

Club Recognition

The office of Student Life & Activities supports clubs and student organizations on campus by providing administrative oversight of the clubs and direct advisement of the Student Life Board. (The Student Life Board is the group that recognizes clubs and organizations on campus and which provides additional program funding through its Finance Committee.)

Joining a student club opens the door to building new friendships, enhancing your academic life, and exploring career opportunities. As an active member of a student organization, you will learn important leadership and management skills as you participate in a variety of programs. This may include planning campus-wide political, academic, cultural, arts, religious or social events, as well as working on various aspects of student publications, participating in sporting events, attending leadership seminars and conferences, and organizing community service projects.

A few things to remember before proposing a new club or re-registering an existing club:

- Is the proposed club unique in nature? There must be a statement of purpose for the organization. This statement of purpose must not duplicate, in content or intent, the purpose of a pre-existing campus organization or club.
- Are there enough people? There must be a minimum of 10 currently enrolled Brookdale Community College students who wish to be regular members. A minimum of 3 currently enrolled students/members must be willing to serve as officers on the Executive Board of the organization. (Keep in mind, this can be a major investment of time and energy.)
- Does the proposed club/organization have an Advisor? Club advisors serve as both mentors and supervisors to the proposed clubs. Advisors must be current faculty or staff employees of Brookdale Community College. In the event that the proposed club cannot find an Advisor, please let Student Life & Activities know. We will do our best to help you find one!

Application for Official Recognition (for creating new clubs and organizations)

If you are unfamiliar with the application process, or feel that you need more clarification, please feel free to schedule an appointment with Student Life & Activities to further discuss the below information:

- The proposed club must hold a minimum of three recruitment meetings during a one month/30 day period.
- At the following (4th) recruitment meeting, the proposed club members will discuss and adopt an official club constitution. Likewise, officers will be nominated and elected. If it is decided that there has been insufficient time to achieve the above, then the proposed club will hold additional meetings until the constitution and elections can be agreed upon.
- The proposed club officers must complete an Application for Official Recognition, including a constitution, and submit it to Student Life & Activities by October 27, 2017. Once the Application is turned in, it will then be forwarded to the Student Life Board for review and discussion.
- The Student Life Board votes on recognition for the proposed club and notifies Student Life & Activities of the decision made. The proposed club President and Advisor will then be notified of the voting outcome and will be advised as to the “start-up” procedures.
- In order to remain in good standing throughout the year, the newly recognized club must adhere to the following:
 - Establish a time and place for future, official meetings. These meetings must be held at least once a month. The list of meeting times and dates must be submitted to Student Life & Activities.
 - Host at least one on-campus event per semester.
 - Host at least one event at a Higher Education Center and/or Branch Campus per year.
 - Participate in at least one service project in the 2017-2018 academic year.
- Once approved, the Office of Student Life & Activities will create a club webpage for your newly formed organization. The individual club webpages are found under the main Student Life & Activities Clubs & Organizations page. Your club’s individual page will list the meeting dates, times, and Advisor(s) information for interested students.

Club Re-Registration (for pre-existing clubs in order to remain “active”)

- The pre-existing club’s meeting date(s), time(s) and location(s) (if different from what is already on file from the previous semester) must be submitted to Student Life (studentlife@brookdalecc.edu) by September 15, 2017.
- Clubs are only required to re-register once a year. If the club misses the Fall registration deadline, the club will have the opportunity to re-register in the Spring 2018 semester.
- Re-registering clubs must have a minimum of 10 currently enrolled student members. Three of these members must serve as officers on the club’s Executive Board.
- Re-Registering clubs must have a minimum of 1 club Advisor. The club Advisor must be a current Brookdale Community College faculty or staff employee.
- In order to be a club/org in good standing, you must adhere to the following points:
 - You must hold at least one meeting per month in September, October, November, December, January, February, March and April.
 - You must do at least one on-campus event per semester.
 - You must do at least one event at a Higher Education Center and/or Branch Campus per year.
 - You must do at least one service project in the 2017-2018 academic year. (Please note, if your club fails to meet the above requirements, it may endanger future funding)

Requests for Club Name Change

- Use the Club Name Change Form to alter the name of your club or organization. Please note that if the proposed name of your club does not align with your mission, you will also need to amend your constitution on file with Student Life & Activities. This form can only be submitted by current executive board members.
- The Club Name Change Form can be found on the Online Club Forms webpage.

Club Member Additions and Drops

Throughout the semester, after your club’s initial registration, you may find that new students will want to join your club. Likewise, you may find that regular members will, for some reason or another, become inactive.

When this happens, please be sure to fill out the Club Roster Add/Drop Form.

- Use this form to add new members and/or remove inactive members from your roster. You can also use it to notify Student Life of changes in executive board positions

GUIDELINES TO WRITING CONSTITUTIONS

Organization constitutions should contain the following clauses and provisions (underlined items must be read verbatim in the organization's final documents):

Article I State the name of the organization

Article II State the purpose and aims of the group. All these must be consistent with College and ASBCC regulations.

Article III Membership:

Full membership in this organization shall only be available to students of Brookdale Community College regardless of race, color, gender, sexual orientation, or political, ethnic or religious affiliation. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity. Brookdale Community College cannot aid any agency or organization which discriminates on the basis of any of the above. Non-students may be guests of organizations, but have none of the rights and responsibilities of membership. An organization must keep accurate official rosters that are submitted, when requested, to the Office of Student Life. The provision for initiation fees and/or dues is helpful to the organization in identifying those members who are active members.

Article IV Executive Board:

Section 1 - Should state the make-up of the Executive Board. There are a variety of configurations for an Executive Board. The usual organization is a President, Vice President, Secretary, and Treasurer. Students who serve in these leadership positions must be currently enrolled for a minimum of six college credits (active, not audit status) and must have an acceptable ratio of credits attempted to credits earned (as defined by the college catalog).

Section 2 - State the method of selection of members and their term. Elections must be held once a year. The general active membership elects the members of the Executive Board. Nominations should be made at the meeting prior to the election, with notification of those nominations being sent to all members prior to the election meeting. Nomination may be re-opened by majority vote.

- Section 3 - Should delineate the duties, authority and responsibilities of each officer. Under the usual form of government, the President presides over meetings, acts as the spokesperson for the organization, calls meetings, and acts as the overall official for the organization, in addition to other requirements which the organization might have. The Vice President usually heads special committees and acts in place of the President in their absence. The Secretary keeps the records of the meetings and formal business, as well as writes letters for the organization. The Treasurer keeps the financial records of the organization, keeps the officers' roster up to date, and prepares the budget. Only members of the club (who meet the eligibility requirements as set forth in Article IV, Section 1, are permitted to be an officer of the organization.
- Section 4 - Should provide for filling of vacancies of executive officers. Generally in the case of a vacancy in the office of secretary or treasurer, these offices are usually combined. The organization should ensure that there are at least two officers at any given time.
- Article V Should stipulate the frequency of meetings. Organizations must meet at least once a month during the Fall and Spring terms. This section should also provide for special meetings.
- Article VI Should state the size of the quorum for all regular meetings. The quorum for an organization is that number of the active members required to be present at a meeting in order to transact formal business. Such formal business includes the election of new officers or the decision to expend the funds of the organization. The quorum for an organization is usually the majority of the active membership.
- Article VII Questions of parliamentary procedure shall be decided by the organization and/or forms laid down in *Robert's Rules of Order*, latest edition.
- Article VIII All monies of the organization shall be kept in a special account assigned by the ASBCC and the Office of Student Life & Activities. Use of allocated funds and earned income are governed by the ASBCC Finance Committee Guidelines. Authorized signatures for check disbursements will be kept on file with the ASBCC Treasurer and updated as needed.

Article IX The advisor should be a regular employee of the College. The duties of the faculty/staff advisor will be as defined in the Role of the Brookdale Club & Organization Advisor. The advisor may participate in all activities of the organization. Advisor's roles begin July 1, and conclude June 30, of the following year.

Article X This organization shall abide by all applicable rules and regulations of the College and under the privileges as granted by the ASBCC. The rules and regulations are found in such documents as the Brookdale Community College Catalog, The Student Handbook, as well as the general regulations of the college as provided by the Board of Trustees, the State of New Jersey, and the Federal Government.

The following should be added verbatim **only** if the group is an affiliate, chapter, or college student chapter of a state, national/international organization: if a rule of directive from the parent organization is in conflict with the ASBCC rules, guidelines, or policies, then the ASBCC rules, guidelines, or policies takes precedent unless the ASBCC and Office of Student Life & Activities makes an exception. If a rule or directive is in conflict with Brookdale Community College regulations or policies, then the BCC regulations or policies take precedent.

Article XI Amendments:

The usual amendment procedure is stated as follows: "This constitution may be amended by a two-thirds vote of the membership, provided the amendment was submitted in writing at a previous regular meeting, and notice of the proposed amendment was given to all members at least one week before the meeting on the constitutional amendment. Before becoming effective, all amendments must be approved by the Student Life Board and Director of Student Life & Activities, following procedure for recognition.

Role of the Club/Organization Advisor

While we encourage students to take on responsibility and lead their organizations, without the support and stability of an Advisor, many groups would fail. The role of an Advisor is crucial and their efforts are vital to both the student's success and our institutional retention. The Advisor's role includes the following:

- Act as a mentor, keeping the student membership focused on the nature and purpose of the organization, and its value to individual members as well as the Brookdale Community.
- Assist in determining realistic goals and evaluating progress toward those goals. Promote common sense involvement to protect the academic progress of club officers and the general membership.
- Offer constructive criticism, suggestions and guidance without infringing upon the freedom of the club. Advise the group of efficient operational procedures and general organization conduct.
- Assist in preparing a schedule of regular meetings. Attend 70% of scheduled club meetings and be available (at times) for consultation with officers/members.
- Supervise annual club elections and conduct new officer orientation, as needed. Establish effective communication as well as a working relationship with the President of the group.
- Review and sign any ASBCC Check Disbursement Requests that the club may require.
- Assist in the preparation of the club's annual budget proposal, and annual report.
- Attend or arrange College employee supervision at scheduled club activities on and off-campus.

The Student Life Board/ASBCC

Any student enrolled at Brookdale is automatically a member of the Associated Students of Brookdale Community College (ASBCC); the Student Life Board (SLB) is the leadership group that manages the ASBCC. The Student Life Board is Brookdale's version of student government, programming board, and finance board, all in one.

Members of the SLB learn about group processes, leadership methods, management, and logistical skills. Members build leadership skills in the course of their roles on the SLB, through advisement by the Student Life & Activities staff, by participation in leadership retreats, and through attendance at regional and national NACA (National Association of Campus Activities) conferences.

The Student Life Board acts as a student government by advocating on behalf of all Brookdale students. The SLB holds "speak outs" each semester for students to voice any concerns and members are available during office hours to meet one-on-one with constituents.

- The Speak Out is the Student Life Board's public meeting each semester where an issue of concern to Brookdale's student body is addressed. College administrators or local officials are invited to take student's questions and address topics of interest.
- In both the Fall of 2016 & Spring of 2017, the Student Life Board held open forum style Speak Outs where students were invited to voice their questions and concerns about any topic pertaining to Brookdale. To find out what questions and concerns were addressed, visit the Student Life Board's webpage.

Board members act as a liaison between students and the College administration.

They also recognize campus members' achievement through the annual Gold Stars Awards Ceremony.

The Board assists the Office of Student Life & Activities in bringing exciting, quality programs to Brookdale; these include films, lectures, comedy performances, bus trips, theater trips, concerts, cultural programs, dances, and performing and creative arts experiences.

If you would like to participate in the Student Life Board, start by attending one of its general or committee meetings, held weekly throughout the Fall and Spring Term.

The Student Life Board office is located in the Warner Student Life Center, room 110 (lower level) and can be contacted at 732-224-2647 or slb@brookdalecc.edu.

Student Life Board Committees

- **Public Relations & Programming**

The PR & Programming Committee is the student event planning and advertising section of the Student Life Board under the guidance of the SLB Vice President and Secretary. Those who serve on this committee will work within it to plan events that appeal to the student body as a whole, as well as create the event's advertisements and SLB promotions. PR & Programming supports events co-sponsored with the department of Student Life & Activities, coordinates general promotion and planning of Student Life Board specific events, and assists with posting and distributing flyers.

- **Finance**

The Finance Committee has fiscal oversight responsibility for the ASBCC budget and is under the guidance of the SLB Treasurer. Recognized clubs and organizations submit Proposals to the Student Life & Activities office requesting funding from the club reserve-budget for travel or on campus events. Finance committee members must actively review club proposals and participate in the decision making process using the ASBCC funding guidelines.

- **Club Advisory Board**

The Club Advisory Board (CAB) establishes the rules for the application and re-registration of College student clubs/organizations and is under the guidance of the SLB Parliamentarian. CAB will review all club and organization constitutions and keep record of the changes. CAB works with the office of Student Life & Activities to keep accurate records of club membership. CAB also acts as a resource for student organizations, and is available to support club leaders who have questions or concerns about College policy and procedure or their own constitutions.

For more information, stop by the Student Life Board office, located on the lower level of the Warner Student Life Center in room 110.

Event Proposals and Procedures

A student organization may not schedule or sponsor any event before completing the corresponding Proposal.

Proposals and other forms can be found on the Online Club Forms webpage under the main Student Life & Activities site. **Proposals must be filled out for all events.**

Proposals are submitted electronically to the Office of Student Life & Activities. Once submitted, the Director of Student Life will approve or deny the proposal within a timely manner and/or request more specific information. **Be sure to submit this form with plenty of time before your proposed event date!**

Program Proposal

- Student clubs and organizations use this form to propose on-campus events and on-campus community service projects.
- The proposed event can be submitted with a request for funding assistance from the Student Life Board Finance Committee.
- If your event has been approved by the Director of Student Life & Activities, you will then need to fill out a Facility Request Form to reserve room space. This form can be found at the following: <https://www.brookdalecc.edu/conference-event-centers/scheduling/online-brookdale-facility-reservation-form/>

Travel Proposal

- Please fill out this form for events/community service that involve travel, and are not taking place at any Brookdale location.
- Travel Proposal deadlines vary by trip; if your travel requires overnight, out-of-state, or registration costs it is advised to submit proposals at least 6 weeks prior to the date.
- The proposed travel can be submitted with a request for funding assistance from the Student Life Board Finance Committee.
- Pending approval, if the travel requires any sort of purchasing (transit tickets, plane tickets, hotel stays, registration fees, etc) the club will then need to meet with Student Life & Activities in order to arrange the specifics.
- Pending approval, if the club is requesting the use of a college van as the means of transport, the Advisor will need to fill out and submit the Van Request Form. This form can be found in the Office of Student Life & Activities. Students are not permitted to drive college vans. Vans must only be driven by a club Advisor or other current Brookdale Community College employee. Advisors who request the use of college vans must submit a copy of their driver's license to the Office of Student Life & Activities.
- All club members must fill out a Waiver of Liability in order to participate in the proposed travel. This form can be found in the office of Student Life & Activities.

Promotions Request

- This is a College Relations form to request publicity for a Brookdale event. College Relations will not work on any request that hasn't been approved by the Director of Student Life & Activities.

Community Service Activity Sheet

- Be sure to complete this form **after** your club has participated in a proposed and approved community service project.

Student Catering Forms

- This form can be found both in-person at the Office of Student Life & Activities and on the Online Club Forms webpage.
- Fill out this form and submit in-person to the Office of Student Life & Activities if you would like to have food at your event or meeting.
 - **Forms must be submitted to Student Life at least 72 hours (3 business days) prior to your event to ensure enough time for SLA and Culinary processing!!**
- This form must be signed by your club's Advisor before submitting it to Student Life & Activities. If the form is unsigned by your Advisor, the order will not be processed further.
- Please keep in mind that your club has specific allocated funds. All catering orders will be deducted from that same budget.

Policies and Guidelines for Events

- Students on all Brookdale sites throughout Monmouth County are expected to be familiar with and abide by the Student Code of Conduct. These rules and regulations exist to guide students' behaviors when on campus (including all regional locations), whether they are attending classes or co-curricular events. The Code of Conduct also applies when off-campus participating in a Brookdale sponsored event or representing Brookdale.
- Brookdale Community College is a Tobacco-Free Institution. Smoking is prohibited on campus and all regional locations.
- The use or possession of liquor on the college campus is strictly forbidden. If someone is found drinking an alcoholic beverage during an event, the college representative on site should be immediately notified.
- The illegal use, possession or sale of drugs is a violation of the law and Brookdale's existing college policy. Individuals who are found violating the above regulation during any event will be brought immediately to the college representative on site, who will notify the campus police. A report will be submitted to the College's designated Student Conduct Officer or designee for disciplinary measures in accordance with the provisions of the Code of Student Conduct.
- In the event of a medical or other emergency during an event, call the police (on campus x2222 or 911).
- All students are required to have a valid Brookdale Community College OneCard. Students should be prepared to present their ID card at any college function.
- The students responsible for the event should plan to arrive at least a half hour prior to the event. The students should remain in close communication with the Advisor or college representative on-site and inform them immediately if any problems or issues should arise.
- The responsibility of maintaining order during and after an event, as well as clean-up, lies with the sponsoring club or organization.
- All monies raised for/by events must be deposited into your club's account at the Office of Student Life & Activities.
 - Club Deposit Forms can be found at the SLA Ticket Window (lower level of the Student Life Center)
 - The funds must be deposited the same day as your event.

Bake Sale Guidelines

- Bake sales may be held on the BCC campus by recognized clubs for the purpose of raising funds to support organizational activities.
- Bake sales are defined as and limited to events at which home or commercially prepared bakery-type items are sold.
- The intent to hold a bake sale must be registered with the Student Life Center administrative office and permission received prior to the event taking place.
- Bake sales must be held in the approved location and for the time period specified. Organizational representatives must be present throughout the activity and are responsible for set up, clean up and removal of bake sale items, tables, chairs and signage.
- Organizations conducting bake sales must agree to hold the College harmless in the event of any legal action resulting from the bake sale. Furthermore, the organization must agree to abide by the following food preparation and labeling **(as per the New Jersey State Health Department)**:
 - A sign must be present that says “Homemade Good”.
 - All food must be individually wrapped and labeled as to product identification and price.
 - Items must be displayed and stored off the floor or ground and must be covered at all times.
 - Food must be able to be kept safely at room temperature. Items requiring heat or refrigeration to reduce spoilage are not allowed; for example, items containing custard, creams, meringues or cheesecake products.
 - Ingredients known to cause allergic reactions in some individuals, including the use of nuts, nut oils, dairy, gluten flour, or artificial sweeteners should be clearly marked on products. It is particularly important to review ingredients when using “box mixes” where trace or “hidden” ingredients may be present.
 - Inclusion of spoiled food products, materials not for human consumption or where the intent is to cause bodily harm to the consumer are expressly prohibited. Inclusion of such materials may result disciplinary action and/or termination of bake sale privileges.
 - Bake sale items will be prepared with ingredients purchased from commercial sources (grocery stores, warehouse, bakers, etc.) and customary home sanitation practices should be observed in food preparation.
 - It is recommended that two organizational representatives be present throughout the bake sale, one to handle money, and one to have contact with food items.

Fundraising and Solicitation Procedures for Student Clubs & Organizations

To maximize the College's solicitation efforts, the following procedures shall be followed by any approved student group associated with Brookdale Community College for all solicitation activities designed to benefit the college. For the purposes of this procedure, solicitation activities are defined as those that solicit funds from off-campus businesses, individuals, and organizations.

- Such requests include pledges, cash, corporate sponsorships, securities, items of property, donated services, gifts-in-kind, and deferred or planned gifts.
- Any individual, employee, or organization affiliated with the college wishing to solicit contributions in the name of the college shall complete a Fund Raising and Solicitation Request Form (found in the Office of Student Life & Activities). If the request is on the behalf of a student organization, the form shall be submitted to the Director of Student Life & Activities for submission to the Executive Director of Foundation & Alumni Affairs.
- The Executive Director of Foundation & Alumni Affairs will review the proposal with the Director of Grants & Institutional Development to approve, deny or propose revision. The determination will be made based on criteria including
 - if the proposed activity helps fulfill the College's role and mission and
 - the timeliness of the request in regards to other fundraising efforts.
- Thirty days after the completion of any approved activity, a Fundraising and Solicitation Report Form must be completed and submitted to the Executive Director. Student organizations that engage in an annual fundraiser may resubmit their Fundraising and Solicitation Request Form from the prior year with needed updates or changes.

Brookdale Student Code of Conduct

- **Student Rights and Responsibilities**

The College places an emphasis upon certain core values and personal freedoms which are essential to its nature, mission and purpose as an academic community and institution of higher learning. Members of the College community are entitled to engage in the teaching and learning process undisturbed by violence, harassment, intimidation and bullying. The ability to do so is essential to the orderly pursuit of learning and the work of all members of the College community. Students and student organizations may examine and discuss questions of interest to them and may express opinions publicly and privately. They may support causes by orderly means which do not disrupt the regular and essential operations of the College.

It is the responsibility of all students of the College to adhere to the letter and spirit of this statement of student rights and responsibilities, all College policies, rules and regulations and local, state and federal laws. Students shall not violate or attempt to violate any College policy, rule or regulation or any local, state or federal law. It is the responsibility of all students of the College to contribute to an educational atmosphere in which violations of personal rights and freedoms will not be tolerated.

- **Definition of Student**

For the purpose of this Student Code of Conduct, a student is defined as a person who is currently enrolled or registered as a credit student at the College at the time of the incident as to which the person has been charged with violation of this Student Code of Conduct. If a person is not enrolled or registered at the time of an incident in which he/she is involved which may constitute a violation of the Student Code of Conduct, that person and the referenced alleged misconduct may become subject to the Student Code of Conduct upon the person's enrollment or reenrollment at the College.

- **Purpose and Scope of the Student Code of Conduct**

1. This Student Code of Conduct is adopted for the purpose of providing a precise set of expectations to students and, at the same time, offering the assurance that all students will be accorded fair and reasonable treatment in matters involving alleged or determined violations of the Student Code of Conduct.

2. The Student Code of Conduct will apply to any student, student organization or athletic team engaging in activities on the College campus, or at any of the College's off-campus centers and/or satellite campuses (referenced as "College Premises" in this Student Code of Conduct). The College Premises includes the Lincroft campus and any regional or other locations at which the College maintains an office and conducts activities. The Student Code of Conduct also applies to any student, student organization or athletic team sponsoring any approved off-campus function or otherwise representing the College in an off-campus setting. Additionally, the College can take action regarding off-campus incidents when such violation(s) adversely affect(s) the College.

3. When a student is convicted of a violation of local, state or federal law, the College will not request special consideration for that person because of his/her status as a student. However, the College will cooperate fully with law enforcement agencies and with other agencies in any appropriate program for the rehabilitation of the student to the extent permitted by law and as determined to be in the best interest of the student and the College community.

- **Standards of Conduct**

1. Student conduct which interferes with the philosophical platform of the College is not acceptable.

2. Any person who enrolls at the College can expect that the faculty and administration will exercise the authority of the College to regulate student conduct whenever the educational process, the health and welfare of the student body as a whole, and/or the property of the College are judged to be jeopardized by the action of any student or group of students.

3. Harassment, intimidation and bullying of any person are prohibited. Harassment, intimidation or bullying includes any gesture, any written, verbal or physical act or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability, or by another distinguishing characteristic that takes place on College Premises or at any function sponsored by the College, that substantially disrupts or interferes with the orderly operation of the College or the rights of other students and that:

a. a reasonable person will know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or

b. has the effect of insulting or demeaning any student or group of students; or

c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

4. Domestic violence, dating violence, sexual assault, and stalking are prohibited by College Policy 2.1001 entitled "Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking." Allegations of domestic violence, dating violence, sexual assault and stalking by any student of the College shall be addressed in accordance with College Regulation 6.3003R entitled "Procedures for Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Involving Students."

- **Process and Disciplinary Procedures**

It has been recognized that due process in higher education disciplinary matters need not parallel the requirements of due process in a court of law. The College will attempt to handle disciplinary matters privately, informally and expeditiously before resorting to formalized procedures or the referral to outside agencies. However, the College will ensure that the basic protections of due process will be implemented when students of the College are charged with violating this Student Code of Conduct.

These protections afforded every student and related processes are:

1. Any student, faculty or staff member may file a complaint alleging a violation of this Student Code of Conduct. Any such complaint shall be addressed consistent with the requirements of this Student Code of Conduct, except as noted in paragraph "2" immediately following this paragraph "1."
2. Any student, faculty or staff member may file a complaint alleging domestic violence, dating violence, sexual assault and stalking by any student of the College, which complaint shall be addressed in accordance with College Regulation 6.3003R - "Procedures for Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Involving Students."
3. Written notification of the charge(s) against a student and possible penalties within a reasonable time period.
4. The opportunity to have a discussion with the College's designated Student Conduct Officer to clarify the evidence and/or view of an incident before an initial determination is made by the Student Conduct Officer or designee.
5. The opportunity to have a hearing before the Student Conduct Board with respect to major offenses as defined in this Student Code of Conduct or to waive the right to a hearing and accept the sanctions and/or penalties imposed by the Student Conduct Officer or other authority of the College.
6. Written notification of the time, place and date of a hearing at least three (3) business days in advance of the hearing.
7. The opportunity to present evidence and witnesses.
8. Written notification of the findings of the Student Conduct Board, which findings shall be based upon a preponderance of the evidence presented verbally and/or in writing.
9. Written notification of the sanctions and/or penalties to be imposed.
10. Written notification of the appeals process.

- **Violations**

The acts identified below, when committed by any student and/or student organization, shall be considered violations of the Student Code of Conduct. These violations may be determined to be minor or major offenses at the discretion of the Student Conduct Officer or designee. The listing of acts constituting violations of this Student Code of Conduct set forth below is not intended to be an exhaustive or limited definition of what the College deems to be violations of the Student Code of Conduct. The listing is intended to provide students with guidance. The determination as to an alleged violation of the Student Code of Conduct will be left to the sole discretion of the College and will be made on a case-by-case basis.

1. Engagement in behavior which in any way interferes with, disrupts and/or obstructs the teaching and learning process, including without limitation: research, administration, implementation of discipline procedures or other College authorized activities. Interference with, obstruction or disruption of teaching and learning process shall include, but not be limited to: tardiness; offensive language or behavior; disrespect to College instructors, visiting instructors, professors and/or visiting professors; and/or noise and improper use of electronic devices (e.g., cell phones, headphones, tablets, and/or laptops).

2a. Domestic violence, as defined in College Regulation 6.3003R - "Procedures for Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Involving Students."

2b. Dating violence, as defined in College Regulation 6.3003R - "Procedures for Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Involving Students."

2c. Sexual assault, as defined in College Regulation 6.3003R - "Procedures for Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Involving Students."

2d. Stalking, as defined in College Regulation 6.3003R - "Procedures for Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Involving Students."

3. Harassment, intimidation or bullying of any person as defined above.

4. Disregard for the property and rights of others including the right to be free from verbal abuse or harassment.

5. Engagement in any abusive or demeaning conduct or obscene gestures directed toward another individual or group of individuals which has the effect of creating a hostile educational environment or impedes the rights or privileges of other members of the College community.

- 6a. Physical abuse or harm against any person or persons.
- 6b. Threats of physical abuse or harm against any person or persons.
- 6c. Other conduct which threatens or endangers the health, safety or welfare of another person or persons.
- 7a. Theft, larceny, embezzlement, fraud, or the temporary taking of the property of another, including, but not limited to, books and computers or other electronic devices, without permission.
- 7b. Possession and/or attempted sale of any stolen goods.
- 8. Unauthorized occupation, unauthorized entry or unauthorized use of any College facility or College-related facilities or College Premises.
- 9a. Unauthorized use of firearms, replicas of firearms, ammunition, explosives, fireworks, other dangerous substances or materials or weapons.
- 9b. Unauthorized possession of firearms, replicas of firearms, ammunition, explosives, fireworks, other dangerous substances or materials or weapons.
- 9c. Unauthorized brandishing of firearms, replicas of firearms, ammunition, explosives, fireworks, other dangerous substances or materials or weapons.
- 10a. Possession or use of any scheduled drug, such as narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, or other drugs or chemicals.
- 10b. Manufacture, sale, distribution or possession for distribution of any scheduled drug, such as narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, or other drugs or chemicals.
- 11a. Vandalism, malicious destruction, damage, defacing, or misuse of College property, private property, including library materials and/or all computers.
- 11b. Littering and/or disposal of garbage/recycling in places other than designated bins throughout College property.
- 12a. Obstructing or restraining the passage of any person at an exit or entrance to College Premises.

12b. Preventing or attempting to prevent by force, violence or by threats of force or violence, the entrance or exit of any person to or from College Premises without the authorization of the administration of the College.

13. Setting a fire on College Premises without proper authority.

14. Inappropriate use of any combustible or chemical or flammable substance which may present a fire hazard, annoyance, threat, or danger to property or any person on College Premises.

15. Falsification, alteration or withholding of information related to academic records and/or documents.

16. Furnishing false information to a College employee with intent to deceive, including but not limited to permitting someone other than him/herself to take a test or examination in his/her name.

17. Failure to meet any College-related financial obligations.

18. Unauthorized use, possession and/or alteration of firefighting equipment, safety devices, College Police property, and/or other emergency or safety equipment.

19a. Intentional making of a false report of a bomb, in any building, structure, or facility on College Premises.

19b. Intentional making of a false report of a fire in any building, structure, or facility on College Premises, including by means of activating a fire alarm.

19c. Intentional making of a false report of any other emergency in any building, structure or facility on College Premises.

20a. Disorderly conduct.

20b. Rioting, inciting to riot or assembly to riot.

21. Participating in any and all forms and/or acts of hazing.

22. Failure to present student identification to a College employee, including without limitation, officials, administrators, faculty members, support staff members and/or police officers in response to a request. The required form of identification shall be a current and validated College identification card, driver's license, military identification card, county photo identification card, and/or passport.

23. Failure to comply with the directives of a College employee, including without limitation officials, administrators, faculty members, support staff members and/or police officers acting in the performance of their duties.

24a. Possession of alcoholic beverages in any form on College Premises, except in those areas of the College Premises where the President or his/her designee has authorized the serving of alcoholic beverages, subject to prescribed regulations and federal and state law.

24b. Consumption of alcoholic beverages in any form on College Premises, except in those areas of the College Premises where the President or his/her designee has authorized the serving of alcoholic beverages, subject to prescribed regulations and federal and state law.

24c. Visible Intoxication from any legal or illegal substance as defined in this code while on College Premises.

25. Violation of any published policies, rules or regulations promulgated by an official College office, including without limitation, campus motor vehicle laws and regulations or the Tobacco-Free Institution Policy.

26. Any violation of the College's Unattended Minors Regulation which requires registered students to be responsible at all times for their children/guests at any Brookdale location under the age of 18.

27. Interference with the performance of the duties of any College employee, including without limitation officials, administrators, faculty members, support staff members and/or police officers.

28. Failure of a student to respond to written communication from a College official in connection with an alleged violation of the Student Code of Conduct.

29. Malfeasance in or misuse of membership in a student organization or on an athletic team which is injurious to the welfare of the College, any of its employees, students or student organizations or athletic teams.

30. Failure to abide by, or violation of, any sanction imposed by the Vice President-Student Success; the Vice President of Learning; the President and/or the Board of Trustees.

31. Engagement in any form of gambling while on College Premises or at functions sponsored by the College at any location.

32. Misrepresentation of oneself, a student organization or an athletic team to be an agent of the College.

33. Accessing, modifying and/or transferring electronic data system software or computing facilities without proper authorization.

34. Using or misusing the College's name, logo or seal for soliciting funds, sponsoring activities or on printed matter without the express written approval of the proper College authority.

35. Violating the terms of any disciplinary sanction and/or penalty imposed in accordance with this Student Code of Conduct.

36. Any action which could constitute violation of existing local, state or federal law on College Premises or off-campus when such violation adversely affects the College.

- **Sanctions and Penalties**

The sanctions and penalties set forth below may be applied either singularly or in any combination as appropriate to the circumstances of each case.

1. Verbal Reprimand: Verbal admonition against further violation of the Student Code of Conduct.

2. Written Reprimand: Written warning placed in a student's file for having violated the Student Code of Conduct.

3. Restitution: The obligation to replace or pay for property damaged to compensate for losses incurred or to provide a campus service as a result of a violation of the Student Code of Conduct.

4. Conditional Probation: Temporary loss of College rights and privileges until specified conditions are met, such as submission of letters of apology and/or doctor's releases, etc.

5. Disciplinary Probation: Loss of participation in College-related activities for a specified period of time. Disciplinary Probation may also entail the satisfaction of certain enumerated conditions in order for a student to be removed from probation.

6. Fine: Monetary sum imposed as a penalty for an offense.

7. Community Service: Assigned community service work to fit a particular violation of the Student Code of Conduct.

8. Suspension: Exclusion from all or specified classes and other College-related activities for a specified period of time.

9. Expulsion: Permanent dismissal from classes and College-related activities.

10. Summary (Temporary) Suspension: Exclusion from all or specified classes and other College-related activities until due process procedures are completed. This sanction may be imposed by the Vice President-Student Success in the following instances:

a. A threat of safety to the student or College community;

b. A severe disruption of College activities; or

c. If a student refuses to respond to a summons to appear before the College's designated Student Conduct Officer or his/her designee.

- **Enforcement**

1. Initial Action. Any individual student, group of students and/or student organization violating this Student Code of Conduct will be referred to the College's designated Student Conduct Officer or designee for disciplinary measures in accordance with the provisions of this Code of Student Conduct.

2. Minor offenses. In the case of all offenses deemed by the College's designated Student Conduct Officer or designee not to constitute acts which would result in suspension or expulsion of the student(s), the Student Conduct Officer may determine disciplinary actions as stated in paragraphs "1" through "7" of the Sanctions and Penalties section of this Code of Student Conduct, above. These offenses shall be deemed "minor offenses." The Student Conduct Officer will investigate allegations of an incident violating this Student Code of Conduct, notify the student of the allegations regarding the incident and advise the student of the charges against him/her; hear the student's comments about the incident, when possible; make a determination about whether or not, if true, the allegations constitute a minor offense and, if so, the penalty or sanction to be imposed; notify the student of that determination within a reasonable period of time and notify the student of the appeal procedures when appropriate. Any student may appeal a determination with respect to a minor offense as stated in paragraph "1" of the Appeals Section of this Student Code of Conduct, below.

3. Major Offenses. In any case in which the violation is of such a nature that, in the opinion of the College's designated Student Conduct Officer, suspension or expulsion from the College could be imposed, the Student Conduct Officer shall bring the matter before the Student Conduct Board in accordance with the following procedures:

a. The Student Conduct Board will be convened to hear all cases which could result in suspension or expulsion. The Student Conduct Board will be composed of two (2) students and one (1) representative of the College faculty and staff. A training program for potential Student Conduct Board members will be held each Fall Term.

b. In such cases, the Student Conduct Officer or his/her designee, acting as a non-voting member of the Student Conduct Board, will arrange with the student charged with violation of the Student Code of Conduct the time and place of the hearing before the Student Conduct Board, which said notice will advise the student of the charges against him/her; the student's right to question witnesses against him/her; the student's right to produce witnesses on his/her behalf; and the student's right to select counsel of his/her own choosing. Counsel will be allowed to advise the student or students charged with violation of the Student Code of Conduct, but will not be permitted to speak and/or examine witnesses at the hearing. Other College students, faculty and staff may attend the hearing only upon the invitation of the Student Conduct Officer or if they are presented as witnesses by the student whose conduct is the subject of the hearing. The Student Conduct Board will be convened to consider the alleged violation of the Student Code of Conduct as soon as possible in proximity to the time of the alleged incident.

c. The Student Conduct Officer or his/her designee will present all charges against the student at the hearing before the Student Conduct Board.

d. The Director of Student Development Services or the College Officer of the Day will assume the role of the Student Conduct Officer as stated in this Student Code of Conduct if there exists a specific conflict of interest for the Student Conduct Officer in any pending case.

e. At the hearing, the Student Conduct Board will hear the charges against the student and hear the statements of witnesses for and against the student and may question the witnesses. The Student Conduct Board will conduct a hearing about alleged violations of the Student Code of Conduct by more than one (1) student in the same case and/or pertaining to the same incident at one hearing.

f. Upon the conclusion of the hearing and after deliberation, the Student Conduct Board will render its decision based upon the preponderance of evidence presented at the hearing, both in writing and through verbal testimony.

g. The Student Conduct Officer will notify the student charged of the decision of the Student Conduct Board within 24 hours of receiving the decision of the Student Conduct Board.

h. A taped or digitally recorded record of all Student Conduct Board hearings shall be made. The record shall be retained by the College in accordance with College policy and regulation and relevant federal and state law.

i. Violations determined to have occurred and penalties imposed may be publicized in the College newspaper without mention of or alluding to the names of the persons involved in the incident resulting in a violation of this Student Code of Conduct.

- **Appeals**

1. Any student or faculty or staff member may appeal a decision of the Student Conduct Officer or Student Conduct Board by notice in writing filed with the Vice President-Student Success, within five (5) working days after notice of the decision.

2. The Vice President-Student Success, upon the filing of such appeal, will review the proceeding in the matter and: (a) affirm the decision of the Student Conduct Board; (b) revise the decision of the Student Conduct Board; or (c) convene an appeal committee.

3. In the event the Vice President-Student Success affirms the decision of the Student Conduct Board, the Vice President-Student Success will advise the student in writing within three (3) working days of the decision.

4. In the event the Vice President-Student Success on any appeal filed with him/her determines to convene an appeal committee, the following procedure will be followed:

a. The Vice President-Student Success will appoint an appeal committee consisting of two (2) students and one (1) representative of the College faculty and staff.

b. The Vice President-Student Success will convene such appeal committee, give notice to the student appellant of the time and place of the meeting of the appeal committee to hear the appeal, and will preside over the appeal hearing.

c. The appeal committee, after hearing the matter, may take any of the following actions:

(1) Affirm the decision of the Student Conduct Board;

(2) Revise decision of the Student Conduct Board; or

(3) Render a new decision.

d. The Vice President-Student Success will advise the student in writing of the decision of the appeal committee within one (1) working day of the appeal committee's rendering of its decision.

- **Suspension**

Suspension of a student may be imposed when the Student Conduct Board has determined that a Major Offense has occurred or when the conditions of disciplinary probation are disregarded. Suspension is imposed only on the basis of the recommendation of the Student Conduct Board and with the approval of the Vice President-Student Success. Suspension is applied for a given period of time, and the term is specified to the student.

A student suspended from the College forfeits all rights and privileges of a student, including participation in all College-related or College-sponsored functions. All suspension actions will be noted in the student's College record.

Any student may be summarily suspended by the Vice President-Student Success or the College Officer of the Day for a period not to exceed ten (10) College working days pending a hearing before the Student Conduct Board.

In the event of any appeal of the Student Conduct Board decision, the Vice President-Student Success may suspend the student or continue any previous suspension pending the disposition of the appeal.

- **Expulsion**

Expulsion of a student from the College may be imposed in situations in which Major Offenses of this Student Code of Conduct have occurred or when a series of suspensions have been issued to a student without sufficient improvement in the student's conduct. Expulsion may be recommended to the College President by the Vice President-Student Success.

- **Authority of the College President**

Any expulsion imposed on a student for violation of this Student Code of Conduct at all times will be subject to the approval of the President of the College. Nothing in this Student Code of Conduct will be deemed to limit the final authority of the President of the College in all matters relating to violations of this Student Code of Conduct and the imposition of the aforementioned sanctions and/or penalties.